## Human Resource Management - Applicant Intake and Recruiting

Welcome to the Enterprise Applications Due Diligence Survey! Your thoughtful response to this survey will help the Commonwealth to evaluate potential opportunities to re-engineer and resolution common processes in the Commonwealth. Your input and information is vital for this project's success. Your response is due in five business days. To produce the most successful response, please read these instructions thoroughly.

Please answer the survey questions as fully as possible using existing policies, procedures, systems, data and professional experience. If you cannot answer a question using these resources, you are not expected to go to unusual lengths or use untested methods to gather information. Simply indicate, where possible, that the information is not available.

If your response does not fit into the space available or you have other information that you would

like to provide, please contact Bob Haugh, Deputy Project Manager,

(William.haugh@vita.virginia.gov, 804/344-8790) for assistance.

If you cannot complete the survey in one sitting, you can save the work you have already entered. Pressing the "Next" button at the bottom of each page both moves you to the next page and autosaves each page as you complete it. Note that the survey page you are working on will not be saved until you click "Next," so you must click "Next" when you have finished the page if you have to stop and return later. When you re-enter the survey through your e-mail link, you will be returned to where you left off.

If data is not readily available or if you have to do some research to fully complete the survey, you can skip questions and come back to them. Please complete the survey to the best of your ability and press the "Submit" button to store your survey in the survey database. You can come back to your survey through your e-mail link and change your answers if the data becomes available. You are free to edit your submitted survey until we close the survey site. Please remember that every time you edit your survey after the first submission, you must press the "Submit" button again to record your changes. (Clicking the "Next" button will not auto-save pages when you are editing a previously submitted survey. Simply press "Submit" again.)

Thank you. We greatly appreciate your participation!

This document contains respondents between 1 and 35 inclusive.

Respondent 1 Submit date: May 11, 2005 E-mail address: don.blankenship@vdacs.virginia.gov

1 December Age	nov managa tha fallowing is	staural Applicant Intoles and	Deam titing processes			
T. Does your Age	ncy manage the following in	nternal Applicant Intake and	Recruiting processes?			
Developing t	he Job Announcement					
✓ Advertising	✓ Advertising					
✓ Job Posting	✓ Job Posting					
✓ Applicant Int	ake					
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proces	ss at multiple work			
Yes						
O No						
3. If yes, please identify by location what each location manages.						
3. If yes, please in	dentify by location what eac	h location manages.				
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central			
3. If yes, please in Developing the Job Announcement			Central ✓			
Developing the Job						
Developing the Job Announcement			✓			
Developing the Job Announcement Advertising			<b>✓</b>			
Developing the Job Announcement Advertising Job Posting			<ul><li>✓</li><li>✓</li></ul>			
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local					
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District				

5. If yes, please list Agency names and indicate what process you manage.						
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake		
1.						
2.						
3.						
4.						
5.						
5 16 L L						
If you have more		nd indicate what proce ace provided, please m nore information.		the following		
Matrix: part 2 of 2						
		Advert	tising			
1.						
2.						
3.						
4.						
5.						
	6. If you would like us to contact you for more information, please check follow up.					
☐ Follow Up						

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announcements open to Agency employees only					
4					
Job Announcements open to State employees only					
3					
Job Announceme	nts open to the General Pu	blic, (excluding continuous	recruitments)		
65					
Continuous Recru	uitment Job Announcement	S			
4					
	RUIT, does your Agency ut ble, shared websites and the	tilize any other state resource e like)	ces for its recruitment		
Yes					
O No					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.	VA Employment Commission	Job Listing	\$ 0		
2.	College Campus Career Centers	Job Listing	\$ 0		
3.					
4.					
5.					
	<u> </u>	1			
10. How does your Agency maintain its recruitment files?					
✓ Maintained by the Agency central repository					
☐ Maintained by the Agency non-central repository					
☐ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
86 days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No     No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•

0

•

Job Posting

Applicant Intake

 $\odot$ 

0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.						
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Application/System Name	Module (if applicable)	Version	Maintenance fees		
1.	Applicant Tracking	Oracle				
2.						
3.						
4.						
5.						
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.  Matrix: part 2 of 2						
question and we	will contact you for m	nore information.				
question and we			nark "Follow Up" to Staffing costs	the following  Why was the system selected?		
question and we	will contact you for m	nore information.  Contractor Support		Why was the system		
question and we v	will contact you for m	Contractor Support		Why was the system selected?  Already devloped by		
question and we very matrix: part 2 of 2	will contact you for m	Contractor Support		Why was the system selected?  Already devloped by		
question and we very matrix: part 2 of 2  1.	will contact you for m	Contractor Support		Why was the system selected?  Already devloped by		
question and we very matrix: part 2 of 2  1. 2. 3.	will contact you for m	Contractor Support		Why was the system selected?  Already devloped by		
question and we want with the second	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?  Already devloped by another state agency		
question and we want with the second	Employee Training costs	Contractor Support	Staffing costs	Why was the system selected?  Already devloped by another state agency		

of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)		
Band - 1				
Band - 2				
Band - 3				
Band - 4	1.0			
Band - 5	.5			
Band - 6	.1			
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
21. Do any of you systems or application	r automated applicant intak ations?	e and recruitment processe	es interface with other	
O Yes				
No				
22. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.	
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?					
O Yes					
O No					
24. If yes, please	identify the process, if dou	ble data entry is required, a	nd on what frequency.		
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					
		1			
	IIS and RECRUIT, please I reported, recipient type, and	ist any reports that are gene d frequency of generation.	erated from your system to		
	Data Reported	Recipient	Frequency		
1.	Applicant Results	Hiring Manager	At close of recruitment		
2.					
3.					
4.					
5.					
26. Do you know of specific applicant intake and recruitment reporting tools that you are currently not using that would make your life easier?					
Yes					
O No					

27. If yes, please list the tools.
1.
People Soft
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Centralized process provides consistency
2.
Ability to accept applications via email/website
3.
HR staff completes the initial screening of applications
4.
Trained staff and managers
Trained staff and managers 5.

applicant intake and recruitment.
1.
Improved ability to access data on applicants by position number, name, or social security number.
2.
More user friendly applicant tracking system
3.
Quicker applicant tracking system
4.
Ability to generate specific letters to applicants
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
applicant intake and recruitment process.
applicant intake and recruitment process.  1.
applicant intake and recruitment process.  1.  Paperless, on-line application
applicant intake and recruitment process.  1. Paperless, on-line application 2.
applicant intake and recruitment process.  1. Paperless, on-line application 2. Automating approval process to increase efficiency
applicant intake and recruitment process.  1. Paperless, on-line application 2. Automating approval process to increase efficiency 3.
1. Paperless, on-line application 2. Automating approval process to increase efficiency 3. Integrate with PMIS and CIPPS
1. Paperless, on-line application 2. Automating approval process to increase efficiency 3. Integrate with PMIS and CIPPS 4.
1. Paperless, on-line application 2. Automating approval process to increase efficiency 3. Integrate with PMIS and CIPPS 4. Ability to scan applications and enter them into a central database.

29. Please list up to five opportunities for improvement in your current business processes for

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Department of Human Resource Management (DHRM)Policies 2.10

32. If you have any other concerns or comments about this functional area, please include them here.

Function should not be centralized through DHRM

Respondent 2 Submit date: May 11, 2005 E-mail address: ernest.steidle@wwrc.virginia.gov

1 Doos your Ago	nov managa the following is	stornal Applicant Intoka and	Pooruiting processes			
		nternal Applicant Intake and	Recruiting processes?			
Developing t	the Job Announcement					
✓ Advertising	✓ Advertising					
✓ Job Posting	✓ Job Posting					
✓ Applicant Int	ake					
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proces	ss at multiple work			
Yes						
O No						
3. If yes, please identify by location what each location manages.						
3. If yes, please in	dentify by location what eac	h location manages.				
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central			
3. If yes, please id  Developing the Job  Announcement		-	Central ✓			
Developing the Job		-				
Developing the Job Announcement		-	✓			
Developing the Job Announcement Advertising		-	<b>✓</b>			
Developing the Job Announcement Advertising Job Posting		-	<ul><li>✓</li><li>✓</li></ul>			
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	-	<ul> <li>✓</li> <li>✓</li> <li>✓</li> </ul>			
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District	<ul> <li>✓</li> <li>✓</li> <li>✓</li> </ul>			

5. If yes, please list Agency names and indicate what process you manage.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.	Deptment for the Blind and Vision Impaired	Performed	Performed	Performed
2.	Virginia Rehabilitation Center for the Blind	Performed	Performed	Performed
3.	Department for the Deaf and Hard of Hearing	Performed	Performed	Performed
4.	Virginia Board for People with Disabilities	Performed	Performed	Performed
5.	Woodrow Wilson Rehabilitatin Center/DRS	Performed	Performed	Performed

## 5. If yes, please list Agency names and indicate what process you manage.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Advertising
1.	Performed
2.	Performed
3.	Performed
4.	Performed
5.	Performed

6. If you would like	e us to contact you for more	e information, please c	heck follow up.
☐ Follow Up			
_	ruitments (salaried and wag y process on an annual bas		
Job Announceme	ents open to Agency employ	ees only	
14			
Job Announceme	ents open to State employee	es only	
2			
Job Announceme	ents open to the General Pu	blic, (excluding continu	uous recruitments)
351			
Continuous Recru	uitment Job Announcement	S	
17			
	RUIT, does your Agency ut ble, shared websites and the		sources for its recruitment
Yes			
O No			
9. If yes, please li	st resource, service, and as	ssociated service fee.	
	Resource	Service	Service Fee
1.	Disability Services Agency website	list jobs available	\$ O
2.	Woodrow Wilson Rehabilitation Center website	list jobs available	

3.

4.

5.

10. How does your Agency maintain its recruitment files?
✓ Maintained by the Agency central repository
☐ Maintained by the Agency non-central repository
☐ Maintained by another organization
11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
31 days

15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")		
Yes		
O No		
40 15	P. 4	
16. If yes, please	list.	
1.		
	for a minimum of 5 consecutive wor	k days
2.		
3.		
4.		
5.		
47 Evolution DE	CDI IIT are any of the following applicant	intoles and uses itment nucesses
automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	•	0
Applicant Intake	•	0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel	na	10.3506.3501	\$ 0
2.	Reflections	na	8.00.076	\$ 0
3.	Microsoft Outlook	na	5.0.2195	\$ 0
4.	Internet Explorer	na	6.0.2800.1106	\$ 0
5.	Access	na	5.1.2600	\$ 0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 0	widley used
2.	\$ 0	\$ 0	\$ 0	agency choice
3.	\$ 0	\$ 0	\$ 0	widely used
4.	\$ 0	\$ 0	\$ 0	widely used
5.	\$ 0	\$ 0	\$ 0	widely used

19. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
		FTE Count (include tenths)	
Band - 1	.0		
Band - 2	.3		
Band - 3	.4		
Band - 4	.9		
Band - 5	.4		
Band - 6	.0		
Band - 7	.0		
Band - 8	.0		
Band - 9	.0		
Contracted Labor	.0		
21. Do any of you systems or applica	r automated applicant intak ations?	e and recruitment processe	es interface with other
O Yes			
<ul><li>No</li></ul>			
22. If yes, please	identify the process, if doub	le data entry is required, ar	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate

0	Yes			
0	No			
24.	If yes, please	identify the process, if do	uble data entry is required, a	and on what frequency.
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
		1	_ <b></b>	. [
			list any reports that are gen	erated from your system to
Incl	ude the data i	ranortad raciniant tyna an	nd frequency of generation	
Incl	ude the data		d frequency of generation.	<b>-</b>
inci	ude the data	Data Reported	Recipient	Frequency
inci	ude the data			Frequency  Monthly
inci		Data Reported	Recipient	
inci	1.	Data Reported  Applicant Tracking	Recipient  DHRM	Monthly
inci	1. 2.	Data Reported  Applicant Tracking	Recipient  DHRM	Monthly
inci	1. 2. 3.	Data Reported  Applicant Tracking	Recipient  DHRM	Monthly
	1. 2. 3. 4. 5.	Data Reported  Applicant Tracking  Customize Reports	Recipient  DHRM  varied	Monthly  as needed
26.	1. 2. 3. 4. 5.	Data Reported  Applicant Tracking  Customize Reports  of specific applicant intake	Recipient  DHRM  varied  e and recruitment reporting to	Monthly  as needed
26.	1. 2. 3. 4. 5.	Data Reported  Applicant Tracking  Customize Reports	Recipient  DHRM  varied  e and recruitment reporting to	Monthly  as needed
26. not	1. 2. 3. 4. 5.  Do you know using that wo	Data Reported  Applicant Tracking  Customize Reports  of specific applicant intake	Recipient  DHRM  varied  e and recruitment reporting to	Monthly  as needed

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?

27. If yes, please list the tools.
1.
2.
3.
<i>A</i>
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1. Most applicant information is retrievable
1. Most applicant information is retrievable 2.
1. Most applicant information is retrievable 2.
1.  Most applicant information is retrievable 2.  3.
1. Most applicant information is retrievable 2.
1.  Most applicant information is retrievable 2
1.  Most applicant information is retrievable 2.  3.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Increase the accessibility to change closed position info
2.
Have more flexibility in developing type of report needed
3.
Check applicant info already in database by list vs. looking at screen by screen
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
For multiply agencies have one application/program with a field to identify the agency in lieu of changing to another screen for another agency
2.
Have all information on each person visable on one screen
3.
Not case sentive to information type into database
4.
Automatic late feature if position has already closed when date received is past close date
5.
Simplified way to move appicants from one position pool to another position pool

31. Are there any specific state or	federal laws or regulations that would restrict our ability to
reengineer this business process?	If so, please provide the relevant citation.

## none known

32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 3 Submit date: May 12, 2005 E-mail address: david.mawyer@wsh.dmhmrsas.virginia.gov

1. Does your Age	ncy manage the following i	nternal Applicant Intake and	Recruiting processes?		
	he Job Announcement	· · · · · · · · · · · · · · · · · · ·	31		
	ne dob Announcement				
✓ Advertising					
✓ Job Posting	Job Posting				
Applicant Int	ake				
2. Does your Age locations?	ncy manage the Applicant	Intake and Recruiting proces	ss at multiple work		
Yes					
O No					
3. If yes, please identify by location what each location manages.					
3. If yes, please ic	dentify by location what eac	ch location manages.			
3. If yes, please in	dentify by location what eac	ch location manages.  Regional/District	Central		
3. If yes, please id  Developing the Job  Announcement			Central		
Developing the Job	Local		Central		
Developing the Job Announcement	Local		Central		
Developing the Job Announcement Advertising	Local		Central		
Developing the Job Announcement Advertising Job Posting	Local  ✓		Central		
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local  V				
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local  V	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16					
If you have more		nd indicate what proce ce provided, please manders ore information.		the following	
Matrix: part 2 of 2					
		Adver	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency employ	ees only			
27					
Job Announceme	ents open to State employee	es only			
0					
Job Announceme	nts open to the General Pu	blic, (excluding continuou	us recruitments)		
41					
Continuous Recru	uitment Job Announcements	5			
3					
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment		
O Yes					
No					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.					
5.					
10. How does you	ur Agency maintain its recru	itment files?			
☐ Maintained b	by the Agency central repos	itory			
✓ Maintained b	by the Agency non-central re	epository			
☐ Maintained b	by another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
One month
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No     No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job  Announcement	0	•
Announcement		
Advertising	0	•
Job Posting	0	•

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Applicant Intake

0

	entries than the space will contact you for m	ce provided, please m nore information.	ark "Follow Up" to	the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	PMIS			
2.	HRIS			
3.	IN HOUSE ATS			
4.				
5.				
used by your age  If you have more	ncy to support these	rstem(s), including soft automated processes be provided, please manager information.	5.	
Matrix: part 2 of 2				
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.			Staffing costs	
1. 2.			Staffing costs	
			Staffing costs	
2.			Staffing costs	
2. 3.			Staffing costs	
2. 3. 4. 5.	costs	costs		selected?
2. 3. 4. 5.	costs			selected?
2. 3. 4. 5.	costs	costs		selected?

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

of the staff require	ements, whether salaried o	Recruiting in your Agency, por wage, based on pay band so provide their total FTE.	•
	contractor is not dedicated mployee time to reach an F	d full time to this process, ple TTE total by pay band.	ease add up the
		FTE Count (include tenths)	
Band - 1			
Band - 2			
Band - 3	.2		
Band - 4	.4		
Band - 5	.2		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
systems or applic		ike and recruitment processe	es interface with other
O Yes			
<ul><li>No</li></ul>			
22. If yes, please	identify the process, if dou	uble data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

	Do any of you ems or applic		and recruitment processes s	share data with other	
0	Yes				
0	No				
0/	16				
24.	If yes, please	identity the process, if dou	ble data entry is required, a	nd on what frequency.	
		Process	Requires Double Entry	Frequency	
	1.				
	2.				
	3.				
	4.				
	5.				
25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.					
				erated from your system to	
				erated from your system to Frequency	
		eported, recipient type, and	d frequency of generation.		
	ıde the data r	eported, recipient type, and	d frequency of generation.		
	ude the data r	eported, recipient type, and	d frequency of generation.		
	ude the data r	eported, recipient type, and	d frequency of generation.		
	1. 2. 3.	eported, recipient type, and	d frequency of generation.		
inclu	1. 2. 3. 4. 5.	Data Reported	Recipient	Frequency	
26. I	1. 2. 3. 4. 5.	Data Reported	d frequency of generation.	Frequency	
26. I	1. 2. 3. 4. 5.	Data Reported  Data Reported  of specific applicant intake	Recipient	Frequency	

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Accept and process applicants in a timely manner.
2.
Coordination between HT and hiring manager
3.
3. Recruitment process begins in a timely manner
Recruitment process begins in a timely manner
Recruitment process begins in a timely manner

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Better coordination within HR for nursing vacancies
2.
Consistent review of positions numbers before posting
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Complete,legiable applications
2.
Up-to-date,user friendly
3.
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

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32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 4 Submit date: May 12, 2005 E-mail address: joe.damico@dgs.virginia.gov

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	the Job Announcement				
✓ Advertising					
✓ Job Posting					
Applicant Int	ake				
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
3. If yes, please identify by location what each location manages.					
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please is  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 16 L L				
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Advertising			
1.				
2.				
3.				
4.				
5.				
6. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up				

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency employ	ees only			
4					
Job Announcements open to State employees only					
2					
Job Announceme	nts open to the General Pu	blic, (excluding continuous	recruitments)		
125					
Continuous Recru	uitment Job Announcement	s			
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment		
Yes					
O No					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.	Agency website	job postings			
2.	VEI/CMI	mail list	\$ 0		
3.	other mail lists for specific occupational groups or roles		\$ 0		
4.					
5.					
10. How does you	10. How does your Agency maintain its recruitment files?				
✓ Maintained by the Agency central repository					
☐ Maintained by the Agency non-central repository					
☐ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
2
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
8 weeks
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No     No

16. If yes, please list.				
1.				
2.				
3.				
4.				
5.				
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?				
	Yes	No		
Developing the Job Announcement	•	0		
Advertising	•	0		

•

0

Job Posting

Applicant Intake

0

 $\odot$ 

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	MSWord			
2.	Excel			
3.	Access			
4.	PeopleSoft	applicant tracking		
5.				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2				
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

19. 1	if you would like us to contact you for more information, please check follow up.
<b>~</b>	Follow Up

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.					
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.					
	FTE Count (include tenths)				
Band - 1					
Band - 2					
Band - 3	.5				
Band - 4					
Band - 5	1.5				
Band - 6					
Band - 7					
Band - 8					
Band - 9					
Contracted Labor	Contracted Labor				
21. Do any of you systems or applic	ır automated applicant intak ations?	e and recruitment processe	es interface with other		
Yes					
O No					
22. If yes, please identify the process, if double data entry is required, and on what frequency.					
	Process	Requires Double Entry	Frequency		
1.	new hire	Yes	125		
2.					
3.					
4.					
5	5				

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?				
Yes				
O No				
24. If yes, please	identify the process, if doul	ble data entry is required, a	nd on what frequency.	
	Process	Requires Double Entry	Frequency	
1.	Establish new hire record PMIS/CIPPS/Time and labor	Yes	125	
2.				
3.				
4.				
5.				
	IIS and RECRUIT, please li reported, recipient type, and		erated from your system to	
	Data Reported	Recipient	Frequency	
1.	leave useage	hr/payroll	as needed	
2.	screening sheets	hiring manager	every job posted	
3.	EEO data	hr	every job posted	
4.	selection criteria documentation	hr	every job posted	
5.				
26. Do you know	of specific applicant intake uld make your life easier?	and recruitment reporting to	ools that you are currently	
26. Do you know	of specific applicant intake	and recruitment reporting to	ools that you are currently	

27. If yes, please list the tools.
1.
VCU's online application process
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
defensible - well documented
2.
ability to conduct widespread recruitments
3.
shared responsibilities with requesting manager, subject matter experts
4.
5.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Eliminate data entry of applicant data
2.
cost of copying applications
3.
staff time involved in copying
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal
applicant intake and recruitment process.
applicant intake and recruitment process.
applicant intake and recruitment process.  1.
applicant intake and recruitment process.  1. on-line application process
applicant intake and recruitment process.  1. on-line application process 2.
applicant intake and recruitment process.  1. on-line application process 2. user friendly for applicants and hr staff
applicant intake and recruitment process.  1. on-line application process 2. user friendly for applicants and hr staff 3.
1. on-line application process  2. user friendly for applicants and hr staff  3. automatic upload/link to DHRM to provide required applicant data
1. on-line application process 2. user friendly for applicants and hr staff 3. automatic upload/link to DHRM to provide required applicant data 4. Eliminate the need for each agency to re-invent systems or features that other
1. on-line application process 2. user friendly for applicants and hr staff 3. automatic upload/link to DHRM to provide required applicant data 4. Eliminate the need for each agency to re-invent systems or features that other agencies already have developed

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Title VII, EEO, Immigration Reform Act, prevailing state policies on recruitment and hiring.

32. If you have any other concerns or comments about this functional area, please include them here.

applicant intake and recruiting require a significant amount of time and labor. It takes too long from initial advertisement to filling a position; result is qualified applicants likely have found employment elsewhere.

Respondent 5 Submit date: May 12, 2005 E-mail address: jane.mccroskey@mrc.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?			
✓ Developing f	the Job Announcement					
✓ Advertising						
✓ Job Posting						
Applicant Int	ake					
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work			
O Yes						
No						
		3. If yes, please identify by location what each location manages.				
3. If yes, please in	dentify by location what eac	h location manages.				
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central			
3. If yes, please is  Developing the Job  Announcement			Central			
Developing the Job			Central			
Developing the Job Announcement			Central			
Developing the Job Announcement Advertising			Central			
Developing the Job Announcement Advertising Job Posting			Central			
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District				
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District				

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16					
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2	Matrix: part 2 of 2				
		Adver	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	ents open to Agency employ	ees only			
0					
Job Announcements open to State employees only					
0					
Job Announceme	ents open to the General Pu	ablic, (excluding continuous	recruitments)		
17					
Continuous Recru	uitment Job Announcement	S			
0					
		tilize any other state resourc	ces for its recruitment		
	ole, shared websites and the	e like)			
Yes					
O No					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.	Sate College Recruitment offices		\$ 0		
2.					
3.					
4.					
5.					
	I	1			
10. How does you	ur Agency maintain its recru	uitment files?			
✓ Maintained b	by the Agency central repos	sitory			
☐ Maintained b	Maintained by the Agency non-central repository				
☐ Maintained b	by another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
30 - 45 days, excluding Law Enforcement as the process is more complex.
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
<ul><li>No</li></ul>

16. If yes, please list.		
1.		
2.		
3.		
4.		
5.		
17. Excluding REGautomated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

0

Applicant Intake

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If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.							
Matrix: part 1 of 2							
	Application/System Name	Module (if applicable)	Version	Maintenance fees			
1.							
2.							
3.							
4.							
5.							
used by your age	ncy to support these	automated processe ce provided, please n	<ul><li>18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.</li><li>If you have more entries than the space provided, please mark "Follow Up" to the following</li></ul>				
quodion and no							
Matrix: part 2 of 2		iore information.					
Matrix: part 2 of 2	Employee Training costs	Contractor Support	Staffing costs	Why was the system selected?			
Matrix: part 2 of 2	Employee Training	Contractor Support	Staffing costs	•			
	Employee Training	Contractor Support	Staffing costs	•			
1.	Employee Training	Contractor Support	Staffing costs	•			
1. 2.	Employee Training	Contractor Support	Staffing costs	•			
1. 2. 3.	Employee Training	Contractor Support	Staffing costs	•			
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support costs		selected?			
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support		selected?			
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support costs		selected?			

18. Please list up to five application/system(s), including software such as Excel, Access, etc,

used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
		FTE Count (include tenths)	
Band - 1			
Band - 2	.3		
Band - 3			
Band - 4	.1		
Band - 5			
Band - 6	.1		
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or application	r automated applicant intak ations?	e and recruitment processe	es interface with other
O Yes			
<ul><li>No</li></ul>			
22. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

0	Yes			
0	No			
24. lf	f yes, please	identify the process, if dou	ble data entry is required, a	and on what frequency.
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
		I	_L	.l.
			ist any reports that are gen	erated from your system to
inciu	ide ine dala		d frequency of generation.	
Inclu	ide the data	Data Reported	Recipient	Frequency
Inclu	de the data			Frequency per recruitment
inciu		Data Reported	Recipient	
inciu	1.	Data Reported	Recipient	
inciu	1. 2.	Data Reported	Recipient	
inciu	1. 2. 3.	Data Reported	Recipient	
	1. 2. 3. 4. 5.	Data Reported  EEO stastistics	Recipient  HR Manager	per recruitment
26.	1. 2. 3. 4. 5.	Data Reported  EEO stastistics	Recipient	per recruitment
26. E	1. 2. 3. 4. 5.	Data Reported  EEO stastistics  of specific applicant intake	Recipient  HR Manager	per recruitment
26. E	1. 2. 3. 4. 5. Do you know using that wo	Data Reported  EEO stastistics  of specific applicant intake	Recipient  HR Manager	per recruitment

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
1. Updated daily
1. Updated daily 2.
1. Updated daily 2. Can use the job list database for query and merge
1. Updated daily 2.
1. Updated daily 2. Can use the job list database for query and merge
1. Updated daily 2. Can use the job list database for query and merge 3.
1. Updated daily 2. Can use the job list database for query and merge 3. Quick notification turnaround to applicants
1. Updated daily 2. Can use the job list database for query and merge 3. Quick notification turnaround to applicants 4.
1. Updated daily 2. Can use the job list database for query and merge 3. Quick notification turnaround to applicants

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
2.
3.
4.
5.
5.
<ol> <li>Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.</li> </ol>
applicant intake and recruitment process.
applicant intake and recruitment process.  1.  one intake system that tracks stats and provides personal information for individual
applicant intake and recruitment process.  1.  one intake system that tracks stats and provides personal information for individual notification to applicants
applicant intake and recruitment process.  1.  one intake system that tracks stats and provides personal information for individual notification to applicants
1. one intake system that tracks stats and provides personal information for individual notification to applicants  2.
applicant intake and recruitment process.  1. one intake system that tracks stats and provides personal information for individual notification to applicants  2
1. one intake system that tracks stats and provides personal information for individual notification to applicants  2.
applicant intake and recruitment process.  1. one intake system that tracks stats and provides personal information for individual notification to applicants  2
applicant intake and recruitment process.  1. one intake system that tracks stats and provides personal information for individual notification to applicants  2

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 6 Submit date: May 13, 2005 E-mail address: kathleen.thoman@nvtc.dmhmrsas.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	the Job Announcement				
✓ Advertising	Advertising				
✓ Job Posting					
Applicant Int	ake				
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
	3. If yes, please identify by location what each location manages.				
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please is  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16					
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2					
		Adver	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.	
☐ Follow Up					

does your Agency process on an annual basis, by the following categories?					
Job Announcements open to Agency employees only					
0					
Job Announcements open to State employees only					
0					
Job Announceme	Job Announcements open to the General Public, (excluding continuous recruitments)				
82					
Continuous Recru	uitment Job Announcement	S			
61					
	RUIT, does your Agency ut ble, shared websites and the	tilize any other state resourd e like)	ces for its recruitment		
<ul><li>Yes</li></ul>	vo, enaled websites and the				
O No					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.	Posting on NVTC Web-Site	State Internet	\$ 0		
2.					
3.					
4.					
5.					
10. How does you	10. How does your Agency maintain its recruitment files?				
✓ Maintained b	✓ Maintained by the Agency central repository				
☐ Maintained by the Agency non-central repository					
	by the Agency non-central to				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
70 days (assuming "hire" indicates first day actually begin work
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

 $\odot$ 

Applicant Intake

0

18. Please list up to five application/system(s), including soπware such as Excel, Access, etc, used by your agency to support these automated processes.					
	entries than the space will contact you for m	ce provided, please more information.	nark "Follow Up" to	the following	
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	HRIS System Created by DMHMRSAS				
2.					
3.					
4.					
5.					
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.					
	entries than the space will contact you for m	ce provided, please more information.	nark "Follow Up" to	the following	
Matrix: part 2 of 2					
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?	
1.				Mandated by DMHMRSAS	
2.					
3.					
4.					
5.					
19. If you would li	ke us to contact you	for more information,	please check follo	w up.	

are currently used	in this process, please also provide their total FTE.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.3		
Band - 4	1.0		
Band - 5	.4		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?		
O Yes			
No			

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

2.			
3.			
4.			
5.			
23. Do any of you systems or applic	r manual applicant intake a ations?	nd recruitment processes s	hare data with other
O Yes			
O No			
24. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4			

22. If yes, please identify the process, if double data entry is required, and on what frequency.

Process

1.

5.

Requires Double Entry

Frequency

include the data i	eported, recipient type, and	nequency or generation.	
	Data Reported	Recipient	Frequency
1.			
2.			
3.			
4.			
5.			
26. Do you know not using that wo	of specific applicant intake a uld make your life easier?	and recruitment reporting to	ools that you are currently
O Yes			
<ul><li>No</li></ul>			
27. If yes, please	list the tools.		
1.			
2.			
3.			
4.			
5.			

25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Data collected is comprehensive
2.
Generates letters to applicants
3.
Fairly easy to learn
4.
5.
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
applicant intake and recruitment.
applicant intake and recruitment.  1.
1. Needs to generate useful reports
applicant intake and recruitment.  1.  Needs to generate useful reports  2.
1. Needs to generate useful reports 2. Needs to be more readily available - there is lots of down time with the system
1. Needs to generate useful reports 2. Needs to be more readily available - there is lots of down time with the system 3.
1. Needs to generate useful reports 2. Needs to be more readily available - there is lots of down time with the system 3. Needs to allow generation of customized reports
1. Needs to generate useful reports 2. Needs to be more readily available - there is lots of down time with the system 3. Needs to allow generation of customized reports

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Interface with DHRM/Central Office so # of requests for compiling data manually are reduced to few or none
2.
Simple to learn/good instructions provided
3.
Ability to export data into Excel to do custom reports or searches if needed
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

32. If you have any other concerns or comments about this functional area, please include them here.

The ability to consolidate as many systems as possible to prevent double or triple entry for all HR functions is critical. In this particular area the system MUST interface easily with the HuRman system so requried EEO data can be tracked.

Respondent 7 Submit date: May 13, 2005 E-mail address: william.hawkins@svtc.dmhmrsas.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncy manage the following i	nternal Applicant Intake and	Recruiting processes?
	he Job Announcement	''	01
	ne oob / uniodnocinent		
✓ Advertising			
✓ Job Posting			
Applicant Int	ake		
2. Does your Age locations?	ncy manage the Applicant	Intake and Recruiting proces	ss at multiple work
O Yes			
<ul><li>No</li></ul>			
3. If yes, please ic	dentify by location what eac	ch location manages.	
3. If yes, please in	dentify by location what eac	ch location manages.  Regional/District	Central
3. If yes, please id  Developing the Job  Announcement			Central
Developing the Job	Local		Central
Developing the Job Announcement	Local		Central
Developing the Job Announcement Advertising	Local		Central
Developing the Job Announcement Advertising Job Posting	Local		Central
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake	Local  V		
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake	Local  V	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 K				
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Advertising			
1.	1.			
2.				
3.				
4.				
5.				
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.
☐ Follow Up				

_	ruitments (salaried and wag y process on an annual bas	,	•
Job Announceme	ents open to Agency employ	rees only	
30			
Job Announceme	ents open to State employee	es only	
15			
Job Announceme	ents open to the General Pu	blic, (excluding continuous	recruitments)
60			
Continuous Recru	uitment Job Announcements	5	
6			
	RUIT, does your Agency ut ble, shared websites and the	-	ces for its recruitment
O Yes	oic, shared websites and the	5 inco	
<ul><li>No</li></ul>			
0 110			
9. If yes, please li	st resource, service, and as	ssociated service fee.	
	Resource	Service	Service Fee
1.			
2.			
3.			
4.			
5.			
	<u> </u>		
10. How does you	ur Agency maintain its recru	itment files?	
✓ Maintained b	by the Agency central repos	itory	
☐ Maintained b	by the Agency non-central re	epository	
☐ Maintained b	by another organization		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
1 month
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No     No

16. If yes, please list.		
1.		
2.		
3.		
4.		
5.		
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?		
	Yes	No
Developing the Job Announcement	0	•
Advertising	•	0
Job Posting	•	0

 $\odot$ 

Applicant Intake

0

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	Excel		XP Professional		
2.	Access		XP Professional		
3.					
4.					
5.					
used by your age  If you have more	to five application/sy ncy to support these entries than the spac will contact you for m	automated processe ce provided, please r	es.		
Matrix: part 2 of 2					
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?	
1.				No expense	
2.				No expense	
3.					
4.					
5.					
19. If you would li	ke us to contact you	for more information	, please check follo	ow up.	
19. If you would li	ke us to contact you	for more information	ı, please check follo	ow up.	

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)		
Band - 1				
Band - 2				
Band - 3	1.5			
Band - 4	2.0			
Band - 5	.5			
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment processe	s interface with other	
O Yes				
No				
22. If yes, please	identify the process, if doub	ole data entry is required, ar	nd on what frequency.	
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

23. Do any of yo systems or appl		ke and recruitment processes s	share data with other		
O Yes					
O No					
0.4 15					
24. If yes, pleas	e identify the process, if	double data entry is required, a	nd on what frequency.		
	Process	Requires Double Entry	Frequency		
1					
2	2.				
3	3.				
4	i.				
5	5.				
25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.					
			erated from your system to		
			erated from your system to		
include the data	reported, recipient type,	and frequency of generation.			
include the data	Data Reported  .	and frequency of generation.			
include the data	Data Reported  Data Reported	and frequency of generation.			
include the data	Data Reported  Data Reported  Data Reported  Data Reported	and frequency of generation.			
include the data	Data Reported  Data Reported  Data Reported  Data Reported	and frequency of generation.			
include the data	Data Reported  Data Reported  Data Reported  Data Reported	Recipient	Frequency		
include the data	Data Reported  Data Reported  Data Reported  Data Reported	and frequency of generation.  Recipient  ake and recruitment reporting to	Frequency		
include the data	Data Reported  Data Reported  Data Reported  Data Reported  Data Reported  Data Reported	and frequency of generation.  Recipient  ake and recruitment reporting to	Frequency		

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Statewide recruiting system
2.
Structured Process
3.
Routine Process
4.
Uniform system applications
5.
Fast turnaround for customers

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
More online services to customers
2.
Utilize applicant tracking information to enhance future recruitment pools
3.
Continue to place all documents in shared electronic folder
4.
Track cost of recruitment
5.
Use recruitment turnaround statistics to enhance future recruitment efforts
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Windows based applicant tracking system
2.
A interfaced applicant tracking and recruitment entry system
3.
Statewide recruitment resource tools (trade websites, etc.)
4.
Statewide recruitment campaigns for difficult to recruit occupations - i.e Nursing
5.
Centralized interfaces with major media outlets for advertising.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

32. If you have any other concerns or comments about this functional area, please include them here.				

Respondent 8 Submit date: May 13, 2005 E-mail address: ray.ratke@co.dmhmrsas.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Ag	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?
✓ Developing	the Job Announcement		
✓ Advertising			
✓ Job Posting	)		
✓ Applicant Ir	ntake		
2. Does your Ag locations?	ency manage the Applicant	Intake and Recruiting proce	ess at multiple work
Yes			
O No			
3. If yes, please	identify by location what eac	ch location manages.	
3. If yes, please	identify by location what eac	ch location manages.  Regional/District	Central
3. If yes, please  Developing the Job  Announcement	Local		Central ✓
Developing the Job	Local		
Developing the Job Announcement	Local		✓
Developing the Job Announcement	Local		<b>▼</b>
Developing the Job Announcement Advertising Job Posting	Local		<b>Y Y Y</b>
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District	
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local  D  D  D  D  D  D  D  D  D  D  D  D  D	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16 L L					
If you have more		nd indicate what proce ace provided, please m nore information.		the following	
Matrix: part 2 of 2					
		Advert	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you	for more information, p	olease check follow	up.	
Follow Up					

does your Agency process on an annual basis, by the following categories?						
Job Announceme	ents open to Agency employ	rees only				
6						
Job Announcements open to State employees only						
4						
Job Announceme	Job Announcements open to the General Public, (excluding continuous recruitments)					
54						
Continuous Recru	uitment Job Announcement	S				
4						
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment			
<ul><li>Yes</li></ul>	ole, shared websites and the					
O No						
0 140						
9. If yes, please li	st resource, service, and as	ssociated service fee.				
	Resource	Service	Service Fee			
1.	HRIS	Inhouse	\$ 0			
2.						
3.						
4.						
5.						
10. How does you	ur Agency maintain its recru	uitment files?				
✓ Maintained b	by the Agency central repos	sitory				
☐ Maintained by the Agency non-central repository						
☐ Maintained b	by the Agency non-central r	epository				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
Approx. 3 1/2 weeks
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please list.				
1.				
2.				
3.				
4.				
5.				
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?				
	Yes	No		
Developing the Job Announcement	0	•		
Advertising	•	0		
Job Posting	•	0		

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Applicant Intake

0

used by your agency to support these automated processes.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	HRIS/HP3000			\$ 0	
2.					
3.					
4.					
5.					
If you have more question and we	ncy to support these entries than the space will contact you for m	ce provided, please r		the following	
Matrix: part 2 of 2	Employee Training	Contractor Support	Staffing costs		
	costs	costs	J	Why was the system selected?	
1.	\$ 0	costs \$ 0	\$ 1,664		
1. 2.				selected?	
				selected?	
2.				selected?	
2. 3.				selected?	
2. 3. 4. 5.	\$ 0	\$ 0	\$ 1,664	selected? based on user needs	
2. 3. 4. 5.		\$ 0	\$ 1,664	selected? based on user needs	

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.						
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.						
	FTE Count (include tenths)					
Band - 1						
Band - 2						
Band - 3						
Band - 4	Band - 4					
Band - 5						
Band - 6	.1					
Band - 7						
Band - 8	Band - 8					
Band - 9						
Contracted Labor						
21. Do any of your automated applicant intake and recruitment processes interface with other systems or applications?						
Yes	Yes					
O No	O No					
22. If yes, please identify the process, if double data entry is required, and on what frequency.						
	Process	Requires Double Entry	Frequency			
1.	PMIS	Yes	20			
2.						
3.						
4.	4.					
5.						

			<u> </u>
1.			
2.			
3.			
4.			
5.			
	/IIS and RECRUIT, please li reported, recipient type, and	ist any reports that are gene	erated from your system
	reported, redipient type, and		
	Data Reported	Recipient	Frequency
1.	Advertising/Media Source	CO/HR	twice annually
1.			
2.	-	CO/HR	twice annually
	Applicant Status	CO/HR CO/HR	twice annually
2.	Applicant Status  Position/Recruitment Status		•
2.	Applicant Status  Position/Recruitment Status  Screening/Interview Results	CO/HR	annually
2. 3. 4.	Applicant Status  Position/Recruitment Status  Screening/Interview Results	CO/HR CO/HR	annually twice annually
2. 3. 4. 5.	Applicant Status  Position/Recruitment Status  Screening/Interview Results  Demographic Data	CO/HR CO/HR CO/HR	annually twice annually annually
2. 3. 4. 5. Do you know	Applicant Status  Position/Recruitment Status  Screening/Interview Results  Demographic Data  of specific applicant intake	CO/HR CO/HR	annually twice annually annually
2. 3. 4. 5. Do you know of using that wo	Applicant Status  Position/Recruitment Status  Screening/Interview Results  Demographic Data	CO/HR CO/HR CO/HR	annually twice annually annually
2. 3. 4. 5. Do you know of using that wo	Applicant Status  Position/Recruitment Status  Screening/Interview Results  Demographic Data  of specific applicant intake	CO/HR CO/HR CO/HR	annually twice annually annually
2. 3. 4. 5. 6. Do you know of using that wo	Applicant Status  Position/Recruitment Status  Screening/Interview Results  Demographic Data  of specific applicant intake	CO/HR CO/HR CO/HR	annually twice annually annually

23. Do any of your manual applicant intake and recruitment processes share data with other

24. If yes, please identify the process, if double data entry is required, and on what frequency.

**Process** 

Requires Double Entry

systems or applications?

Yes

No

•

Frequency

27. If yes, please list the tools.
1.
SQL Web based application
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1. Provides data reporting for mgt. use in evaluation of effectiveness
1. Provides data reporting for mgt. use in evaluation of effectiveness 2.
1. Provides data reporting for mgt. use in evaluation of effectiveness 2. Meets EEO reporting requirements
1. Provides data reporting for mgt. use in evaluation of effectiveness 2. Meets EEO reporting requirements 3.
1. Provides data reporting for mgt. use in evaluation of effectiveness 2. Meets EEO reporting requirements 3. Trending data
1. Provides data reporting for mgt. use in evaluation of effectiveness 2. Meets EEO reporting requirements 3. Trending data 4.
1. Provides data reporting for mgt. use in evaluation of effectiveness 2. Meets EEO reporting requirements 3. Trending data

applicant intake and recruitment.
1.
Needs to be more user friendly
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Ease of Use
2.
flexibility so that modules can be easily added
3.
Detailed reporting by facility & CO, synthesized and individualized
4.
Integrated with training & other HR data
5.

20. Please list up to five opportunities for improvement in your current business processes for

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No State or federal law restriction as long as user needs met

32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 9 Submit date: May 16, 2005 E-mail address: patrick.wilson@dce.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ncy manage the following i	nternal Applicant Intake and	Recruiting processes?			
✓ Developing t	✓ Developing the Job Announcement					
✓ Advertising	✓ Advertising					
✓ Job Posting	✓ Job Posting					
✓ Applicant Int	✓ Applicant Intake					
locations?	Does your Agency manage the Applicant Intake and Recruiting process at multiple work locations?					
O Yes						
No						
3. If yes, please identify by location what each location manages.						
3. If ves. please id	dentify by location what eac	in location manages.				
3. If yes, please in	Local	Regional/District	Central			
Developing the Job Announcement			Central			
Developing the Job			Central			
Developing the Job Announcement			Central			
Developing the Job Announcement Advertising			Central			
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake	Local	Regional/District				
Developing the Job Announcement  Advertising Job Posting  Applicant Intake  4. Does your Age	Local					
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake	Local	Regional/District				

5. If yes, please list Agency names and indicate what process you manage.						
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2	Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake		
1.						
2.						
3.						
4.						
5.						
5 16 L L						
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 2 of 2						
		Advert	tising			
1.						
2.						
3.						
4.						
5.						
6. If you would like us to contact you for more information, please check follow up.						
☐ Follow Up						

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?						
Job Announcements open to Agency employees only						
3						
Job Announcements open to State employees only						
3						
Job Announceme	Job Announcements open to the General Public, (excluding continuous recruitments)					
123						
Continuous Recru	uitment Job Announcemer	nts				
0						
	RUIT, does your Agency le, shared websites and t	utilize any other state resour he like)	ces for its recruitment			
Yes						
O No						
9. If yes, please li	9. If yes, please list resource, service, and associated service fee.					
Resource Service Service Fee						
			Service Fee			
1.			Service Fee			
1. 2.	Resource	Service				
	Resource  VA Dept of Education  15 Public universities in	Service list on website	\$ 0			
2.	Resource  VA Dept of Education  15 Public universities in Virginia	Service  list on website  posting job announcements	\$ 0 \$ 0			
2. 3.	Resource  VA Dept of Education  15 Public universities in Virginia  University of Richmond	Service  list on website  posting job announcements  posting job announcements	\$ 0 \$ 0 \$ 0			
2. 3. 4.	Resource  VA Dept of Education  15 Public universities in Virginia  University of Richmond  Challenge job Fair 2005	Service  list on website  posting job announcements  posting job announcements  posting job announcements	\$ 0 \$ 0 \$ 0 \$ 0			
2. 3. 4. 5.	Resource  VA Dept of Education  15 Public universities in Virginia  University of Richmond  Challenge job Fair 2005	Service  list on website  posting job announcements  posting job announcements  posting job announcements  posting job announcements	\$ 0 \$ 0 \$ 0 \$ 0			
2. 3. 4. 5.	Resource  VA Dept of Education  15 Public universities in Virginia  University of Richmond  Challenge job Fair 2005  Virginia Union University	Service  list on website  posting job announcements  posting job announcements  posting job announcements  posting job announcements  ruitment files?	\$ 0 \$ 0 \$ 0 \$ 0			
3. 4. 5.  10. How does you  Maintained by	Resource  VA Dept of Education  15 Public universities in Virginia  University of Richmond  Challenge job Fair 2005  Virginia Union University	Iist on website  posting job announcements  posting job announcements  posting job announcements  posting job announcements  ruitment files?	\$ 0 \$ 0 \$ 0 \$ 0			

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
40 days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
Yes
O No

16. If yes, please list.
1.
submit request to fill within one day of employee resignation
2.
Upon receipt of Secretary approval, HR advertises immediately
3.
Within 3 days of closing, applications must go to hiring manager
4.
Hiring mgr has two days to review apps, and one day to set up interviews
5.
Selection is made one day after completing interviews

17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?			
	Yes	No	
Developing the Job Announcement	0	•	
Advertising	0	•	
Job Posting	0	•	
Applicant Intake	•	0	

question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	Applicant Tracking		Access		
2.					
3.					
4.					
5.					
40 Diagon list un	to five application/ov		offware and as Eve	al Access of	
	to five application/sy ncy to support these			er, Access, etc,	
	entries than the spac will contact you for m		mark "Follow Up" to t	he following	
Matrix: part 2 of 2					
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?	
1.				Internally developed	
2.					
3.					
4.					
5.					
	ke us to contact you	for more information	, please check follow	v up.	
☐ Follow Up					

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
		FTE Count (include tenths)	
Band - 1			
Band - 2			
Band - 3	1.0		
Band - 4			
Band - 5	2.5		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment processe	es interface with other
O Yes			
No			
22. If yes, please	identify the process, if doub	ole data entry is required, an	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?			
O Yes			
O No			
24. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
	1	,	
	IIS and RECRUIT, please li- reported, recipient type, and		rated from your system to
	Data Reported	Recipient	Frequency
1.	Various management reports on recruitment	Human Resources	as needed
2.			
3.			
4.			
5.			
	of specific applicant intake ould make your life easier?	and recruitment reporting to	ools that you are currently
O Yes			
<ul><li>No</li></ul>			

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Consistent, fair and equitable
2.
2.  HR staff and employees are trained in the process
HR staff and employees are trained in the process
HR staff and employees are trained in the process 3.
HR staff and employees are trained in the process  3.  Adequate automated system for most needs
HR staff and employees are trained in the process  3.  Adequate automated system for most needs  4.

applicant intake and recruitment.
1.
Continuing training of interview panel members
2.
More user-friendly report production
3.
Expand recruitment sources to obtain more qualified applicants
4.
Automatic generation of recruitment correspondence
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Simple
2.
Well documented
3.
Fair and Equitable
4.
Provides all necessary information quickly
5.
Thorough training of all involved
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

None

nere.			

32. If you have any other concerns or comments about this functional area, please include them

Respondent 10 Submit date: May 16, 2005 E-mail address: amatthews@lva.lib.va.us

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?
✓ Developing f	the Job Announcement		
✓ Advertising			
✓ Job Posting			
Applicant Int	ake		
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work
O Yes			
No			
3. If yes, please in	dentify by location what eac	h location manages.	
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please is  Developing the Job  Announcement			Central
Developing the Job			Central
Developing the Job Announcement			Central
Developing the Job Announcement Advertising			Central
Developing the Job Announcement Advertising Job Posting			Central
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District	
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16 L L					
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2					
		Advert	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you	for more information, p	olease check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency employ	ees only			
6					
Job Announceme	Job Announcements open to State employees only				
0	0				
Job Announceme	nts open to the General Pu	blic, (excluding continuou	us recruitments)		
18					
Continuous Recru	uitment Job Announcements	5			
1					
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment		
O Yes	no, charca wobolico ana inc				
<ul><li>No</li></ul>					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.					
5.					
	<u> </u>	l			
10. How does you	ur Agency maintain its recru	itment files?			
✓ Maintained b	by the Agency central repos	itory			
☐ Maintained by the Agency non-central repository					
☐ Maintained b	☐ Maintained by another organization				

1.         2.         3.         4.
2.         3.         4.
3. 4.
3. 4.
4.
4.
5.
12. Do you track "cost per hire" data?
Yes
O No
13. If yes, please provide data and how the cost is calculated.
The average cost for recruitment for our classified Librarian positions is \$1000. The average cost for our wage positions is \$500. The data is entered into an access database for each position and includes the advertising source name and amount charged to our agency.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
30 days

15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")			
O Yes			
No			
16. If yes, please	list.		
1.			
2.			
3.			
4.			
5.			
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes	
	Yes	No	
Developing the Job Announcement	0	•	
Advertising	0	•	
Job Posting	0	•	
Applicant Intake	0	•	

	to five application/sy ncy to support these			cel, Access, etc,
	entries than the spac will contact you for m		mark "Follow Up" to	the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access		2003	
2.				
3.				
4.				
5.				
If you have more	ncy to support these entries than the spac will contact you for m	ce provided, please r		the following
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				in-house project based on standard software
2.				
3.				
4.				
5.				
40.15				
19. If you would li	ke us to contact you	for more information	i, please check follo	w up.

Follow Up

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3		
Band - 4	.3	
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?	
O Yes		
No		

	2.			
	3			
	4.			
	5.			
23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?				
0	Yes			
0	No			
24. If yes, please identify the process, if double data entry is required, and on what frequency.				
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			

22. If yes, please identify the process, if double data entry is required, and on what frequency.

**Process** 

1.

5.

Requires Double Entry

Frequency

25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to
include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Quarterly Report	Library of Virginia Senior Management & Board	Every three months
2.	EEO Report	DRHM (Hurman)	Every month
3.			
4.			
5.			

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently not using that would make your life easier?

0	Yes
•	No
27.	If yes, please list the tools.
1.	
2.	
3.	
4.	
5.	
••••	

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Well designed access recruitment database
2.
Yearly updates of all EWPs required by Managers and reviewed by HR
3.
Job ads that are clear on qualifications & applicant requirements
4.
On-site IT support as recruitment database needs change
5.
A consistant screening process that is clearly documented
29. Please list up to five opportunities for improvement in your current business processes for

applicant intake and recruitment.
1.
The greatest issues with regard to applicant intake & recruitment are related to state-supported systems.
2.
3.
4.
5.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Ideally, the greatest benefit would be to have a fully functional HR system through DHRM which supported all processes and allowed for data reporting and manipulation.
2.
3.
4.
5.

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

32. If you have any other concerns or comments about this functional area, please include them here.

As stated earlier, the greatest assistance would be an electronic system that allows for information input/retrieval and the creation of reports and manipulation of data to meet individual agency needs. A system such as this would meet multiple needs, including applicant intake and recruiting. If the state had a repository for HR information and allowed individual agencies to select software supported by a main system through which they could upload and download information, this would be most functional. It will not be possible to create a "one size fits all" for every state agency.

Respondent 11 Submit date: May 16, 2005 E-mail address: jgargasz.dma@state.va.us

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?	
	he Job Announcement	<b>,</b>	<b>3</b>	
	ne oob / unloandernent			
✓ Advertising				
✓ Job Posting				
Applicant Int	ake			
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work	
O Yes				
<ul><li>No</li></ul>				
3. If yes, please identify by location what each location manages.				
3. If yes, please id	dentify by location what eac	h location manages.		
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central	
3. If yes, please id  Developing the Job  Announcement			Central	
Developing the Job			Central	
Developing the Job Announcement			Central	
Developing the Job Announcement Advertising			Central	
Developing the Job Announcement Advertising Job Posting			Central	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District		
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District		

5. If yes, please list Agency names and indicate what process you manage.						
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake		
1.						
2.						
3.						
4.						
5.						
5 K						
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 2 of 2	Matrix: part 2 of 2					
	Advertising					
1.						
2.						
3.						
4.						
5.						
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.		
☐ Follow Up	☐ Follow Up					

does your Agency process on an annual basis, by the following categories?					
Job Announcements open to Agency employees only					
0					
Job Announceme	ents open to State employee	es only			
0					
Job Announceme	ents open to the General Pu	ıblic, (excluding continuous	recruitments)		
40					
Continuous Recru	uitment Job Announcement	S			
0					
	RUIT, does your Agency unless, shared websites and the	tilize any other state resour	ces for its recruitment		
<ul><li>Yes</li></ul>	ore, shared websites and the				
O No					
9. If yes, please li	st resource, service, and as	ssociated service fee.			
	Resource	Service	Service Fee		
1.	Courier Record Newspaper	Advertisement	\$ 800		
2.	Richmond Times Dispatch	Advertisement	\$ 800		
3.					
4.					
5.					
		1			
10. How does your Agency maintain its recruitment files?					
	ır Agency maintain its recru	uitment files?			
	oy the Agency central repos				
✓ Maintained b		sitory			

11. If maintained by another organization, please list the organization and the location.			
1.			
2.			
3.			
4.			
5.			
12. Do you track "cost per hire" data?			
O Yes			
No     No			
13. If yes, please provide data and how the cost is calculated.			
14. What is the average turn around time from job posting to hire for your Agency (excluding			
"hard-to-fill" positions or "continuous" recruitments)?			
3-4 weeks			
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")			
O Yes			
No     No			

16. If yes, please	list.		
1.			
2.			
3.			
4.			
5.			
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?			
	Yes	No	
Developing the Job Announcement	0	•	
Advertising	0	•	
Job Posting	0	•	

0

Applicant Intake

 $\odot$ 

18.	Please list up to five application/system(s), including software such as Excel, Access	etc,
use	I by your agency to support these automated processes.	

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	excell	PME 480	Custom to agency	\$ 0	
2.					
3.					
4.					
5.					

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2 **Employee Training Contractor Support** Staffing costs Why was the system costs costs selected? \$0 \$ 100 \$ 50 1. easy to update and use 2. 4. 5.

19. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

of the staff require	ss of Applicant and Intake Fements, whether salaried or I in this process, please als	wage, based on pay band.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)		
Band - 1				
Band - 2				
Band - 3	1.0			
Band - 4				
Band - 5	1.0			
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
04.5				
systems or applic	r automated applicant intak ations?	e and recruitment processe	es interface with other	
O Yes				
<ul><li>No</li></ul>				
22. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.	
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

systems or a			and recruitment processes sr	iare data with other
O Yes				
O No				
24. If yes, pl	lease	identify the process, if dou	ble data entry is required, an	d on what frequency.
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
			1	
		IS and RECRUIT, please I eported, recipient type, and	ist any reports that are gener d frequency of generation.	ated from your system to
				rated from your system to
		eported, recipient type, and	d frequency of generation.	
	data r	eported, recipient type, and  Data Reported	d frequency of generation.	
	data r	eported, recipient type, and  Data Reported	d frequency of generation.	
	1. 2.	eported, recipient type, and  Data Reported	d frequency of generation.	
	1. 2. 3.	eported, recipient type, and  Data Reported	d frequency of generation.	
include the d	1. 2. 3. 4.	Data Reported  NONE	Recipient	Frequency
26. Do you	1. 2. 3. 4. 5.	Data Reported  NONE	d frequency of generation.	Frequency
26. Do you	1. 2. 3. 4. 5.	Data Reported  NONE  of specific applicant intake	Recipient	Frequency

27. If yes, please list the tools.
1.
Can Packages available for a fee
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and
recruitment.
1.
1.
1. Hand date stamped in
1. Hand date stamped in 2.
<ul><li>1.</li><li>Hand date stamped in</li><li>2.</li><li>Accept via email, US Mail, hand delivery</li></ul>
<ul><li>1.</li><li>Hand date stamped in</li><li>2.</li><li>Accept via email, US Mail, hand delivery</li><li>3.</li></ul>
1. Hand date stamped in 2. Accept via email, US Mail, hand delivery 3. Confidentiality
1. Hand date stamped in 2. Accept via email, US Mail, hand delivery 3. Confidentiality 4.

applicant intake and recruitment.
1.
Hiring of more employees to assist
2.
Automation would provide historicial demographics for future hiring campaigns
3.
Easiley identify individuals that shot gun the agency
4.
automation would provide a mailing list for future contacts
5.
infromation on applicants could be shared across agency departments
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
all applications handled via email
2.
background checks would be automated.
3.

demographics compiled without manual intervention provide more reliable stats.

Individuals who target the agency could be handled in the appropriate manner

skill and education levels in the available geographic area could be evaluated and coord. with LEA.

4.

5.

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Only the standard state and federal law and regulations that apply across the board to all employers.

32. If you have any other concerns or comments about this functional area, please include them here.

The agency has been put at a disadvantage when compteting with other government organizations for will qualified personnel due to drastically reduced general fund budget. This results in a work force that settles for just getting by with little personal motivation to improve or excell in their state position.

Respondent 12 Submit date: May 16, 2005 E-mail address: michael.leininger@vadoc.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ncy manage the following i	nternal Applicant Intake and	Recruiting processes?
Developing t	he Job Announcement		
✓ Advertising			
✓ Job Posting			
✓ Applicant Int	ake		
2. Does your Age locations?	ncy manage the Applicant l	ntake and Recruiting proces	ss at multiple work
<ul><li>Yes</li></ul>			
O No			
3. If yes, please id	dentify by location what eac	h location manages.	
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please id  Developing the Job  Announcement			Central ✓
Developing the Job	Local		
Developing the Job Announcement	Local		✓
Developing the Job Announcement Advertising	Local		<b>✓</b>
Developing the Job Announcement Advertising Job Posting	Local  ✓		<ul><li>✓</li><li>✓</li></ul>
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local  V		<b>Y Y Y Y</b>
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake	Local  V	Regional/District	<b>Y Y Y Y</b>

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 K				
If you have more		nd indicate what proce ce provided, please manders ore information.		the following
Matrix: part 2 of 2				
		Adver	tising	
1.				
2.				
3.				
4.				
5.				
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.
☐ Follow Up				

	ruitments (salaried and wag y process on an annual bas		
Job Announceme	nts open to Agency employ	ees only	
Job Announceme	ents open to State employee	es only	
Job Announceme	nts open to the General Pu	blic, (excluding continuou	s recruitments)
Continuous Recru	uitment Job Announcements	s	
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment
Yes			
O No			
9. If yes, please li	st resource, service, and as	ssociated service fee.	
	Resource	Service	Service Fee
1.	VEC		\$ 0
2.			
3.			
4.			
5.			
5.			
	ur Agency maintain its recru	itment files?	
10. How does you	ur Agency maintain its recru		
10. How does you  ✓ Maintained b		itory	

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
60-90 days
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
● Yes
O No

16. If yes, please	list.	
1.		
Minimum time	requirement for posting positions (1	2 calendar days)
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•

0

0

Job Posting

Applicant Intake

 $\odot$ 

 $\odot$ 

used by your agency to support these automated processes.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Application/System Name	Module (if applicable)	Version	Maintenance fees		
Access		2000	\$ 0		
entries than the spac	e provided please r				
rill contact you for m		nark "Follow Up" to t	the following		
rill contact you for m  Employee Training  costs		nark "Follow Up" to t	the following  Why was the system selected?		
Employee Training	Contractor Support		Why was the system		
Employee Training costs	Contractor Support		Why was the system selected?  Partially automate		
Employee Training costs	Contractor Support		Why was the system selected?  Partially automate		
Employee Training costs	Contractor Support		Why was the system selected?  Partially automate		
Employee Training costs	Contractor Support		Why was the system selected?  Partially automate		
Employee Training costs  \$ 0	Contractor Support	Staffing costs	Why was the system selected?  Partially automate the process		
	Application/System Name  Access  o five application/sycy to support these	Application/System Module (if applicable) Name  Access  ofive application/system(s), including socy to support these automated processes	Application/System Module (if applicable) Version Name		

18. Please list up to five application/system(s), including software such as Excel, Access, etc,

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3				
Band - 4				
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment processe	es interface with other	
O Yes				
No				
22. If yes, please	identify the process, if doub		nd on what frequency.	
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
	Data Reported	Recipient	Frequency
	Data Reported	Recipient	Frequency
1.	Data Reported  EEO reports	Recipient  HR Staff	As needed
1. 2.	·	•	
	EEO reports	HR Staff	As needed
2.	EEO reports  Adhoc Reports	HR Staff  Management, HR Staff	As needed As needed
2. 3.	EEO reports  Adhoc Reports  Vacancy Reports	HR Staff  Management, HR Staff  HR Staff	As needed As needed As needed, monthly
2. 3. 4. 5.	EEO reports  Adhoc Reports  Vacancy Reports  Mail Merge	HR Staff  Management, HR Staff  HR Staff  HR Staff	As needed As needed As needed, monthly As needed
2. 3. 4. 5.	EEO reports  Adhoc Reports  Vacancy Reports  Mail Merge	HR Staff  Management, HR Staff  HR Staff  HR Staff  ce and recruitment reporting	As needed As needed As needed, monthly As needed
2. 3. 4. 5.	EEO reports  Adhoc Reports  Vacancy Reports  Mail Merge  of specific applicant intak	HR Staff  Management, HR Staff  HR Staff  HR Staff  ce and recruitment reporting	As needed As needed As needed, monthly As needed

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?

Yes

No

0

27. If yes, please list the tools.
1.
HRIS applicant tracking systems such as Oracle, SAP, etc.
2.
3.
4.
<b>-T.</b>
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1. Data collection, but not agency wide as is needed
1. Data collection, but not agency wide as is needed 2.
1. Data collection, but not agency wide as is needed 2. Report generation
1. Data collection, but not agency wide as is needed 2. Report generation 3.
1. Data collection, but not agency wide as is needed 2. Report generation 3. System letters, forms, etc.
1. Data collection, but not agency wide as is needed 2. Report generation 3. System letters, forms, etc. 4.
1. Data collection, but not agency wide as is needed 2. Report generation 3. System letters, forms, etc.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Need agencywide HRIS (integrated)
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Need agencywide HRIS/database to encompass all HR functions
2.
3.
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

No

32. If you have any other concerns or comments about this functional area, please include them here.

We are using Access for our databases, but these are basically stand alone databases. What is needed is an agencywide HRIS which incorporates all HR functions and activities.

Respondent 13 Submit date: May 16, 2005 E-mail address: debbie.dodson@vita.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncv manage the following in	nternal Applicant Intake and	d Recruiting processes?			
<ul> <li>1. Does your Agency manage the following internal Applicant Intake and Recruiting processes?</li> <li>Developing the Job Announcement</li> </ul>						
	✓ Advertising					
✓ Job Posting						
Applicant Int	✓ Applicant Intake					
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work			
O Yes						
<ul><li>No</li></ul>						
3. If yes, please identify by location what each location manages.						
3. If yes, please id	dentify by location what eac	h location manages.				
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central			
3. If yes, please id  Developing the Job  Announcement			Central			
Developing the Job			Central			
Developing the Job Announcement			Central			
Developing the Job Announcement Advertising			Central			
Developing the Job Announcement Advertising Job Posting			Central			
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District				
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District				

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2	Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 K					
If you have more		nd indicate what proce ce provided, please manders ore information.		the following	
Matrix: part 2 of 2					
		Adver	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?				
Job Announceme	nts open to Agency employ	rees only		
10				
Job Announceme	nts open to State employee	es only		
192				
Job Announceme	nts open to the General Pu	blic, (excluding continuous	recruitments)	
81				
Continuous Recru	uitment Job Announcements	S		
0				
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment	
O Yes				
No				
9. If yes, please li	st resource, service, and as	ssociated service fee.		
	Resource	Service	Service Fee	
1.				
2.				
3.				
4.				
5.				
40 11				
	ur Agency maintain its recru			
	by the Agency non-central re	•		
	by another organization	opository -		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
45 days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No     No

16. If yes, please list.			
1.			
2.			
3.			
4.			
5.			
17. Excluding REGautomated?	CRUIT, are any of the following applicant	intake and recruitment processes	
	Yes	No	
Developing the Job Announcement	0	•	
Advertising	0	•	
Job Posting	•	0	

•

Applicant Intake

0

ng
ance fees
etc,
ng
the system
by R Director
veloped

19. If you would like us to contact you for more information, please check follow up.

Follow Up

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.8		
Band - 4	.5		
Band - 5	.4		
Band - 6	.3		
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?		
Yes			
O No			

22. If yes, please identify the process, if double data entry is required, and on what frequency.				
Process	Requires Double Entry	Frequency		
job announcements	Yes	0		
	Process	Process Requires Double Entry		

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?				
0	Yes			
•	No			

24. If yes, please identify the process, if double data entry is required, and on what frequency.					
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					

## 25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Applicant listing	Screener/hiring manager	generated for every position recruited
2.	Screening matrix	Screener	generated for every position recruited
3.	Letters	Applicant	generated for every applicant
4.			
5.			

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently

not using that would make your life easier?

 $\odot$ 

Yes

O No		
27. If yes, please list the tools.		
1.		
People Admin		
2.		
3.		
4.		
5.		
. <b>.</b> .		

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.			
1.			
None			
2.			
3.			
4.			
5.			
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.			
1.			
Automated processing			
2.			
Automated screening			
3.			
Report generation			
4.			
Single entry			
5.			

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.

1.

Automated processing and screening

2.

Applicant enters all background/experience information

3.

Automated notification that information has been entered

4.

Should be able to generate standard and ad-hoc reports

5.

Applicant info viewed electronically by manager

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

upcoming issue - protection of social security numbers

32. If you have any other concerns or comments about this functional area, please include them here.

An applicant tracking systems should easily interface or be a part of systems for other HR functions. For example, after applicant data is entered in the applicant is selected, the new employee's personal data should automatically transfer to a system used for personnel transactions.

1. Does your Age	ncy manage the following i	nternal Applicant Intake and	Recruiting processes?		
, -					
✓ Job Posting					
Applicant Int	ake				
2. Does your Age locations?	ncy manage the Applicant	Intake and Recruiting proce	ss at multiple work		
Yes					
O No					
3. If yes, please identify by location what each location manages.					
3. If yes, please in	dentity by location what each	ch location manages.			
3. If yes, please in	Local	Regional/District	Central		
Developing the Job Announcement			Central <b>✓</b>		
Developing the Job	Local	Regional/District			
Developing the Job Announcement	Local	Regional/District	✓		
Developing the Job Announcement Advertising	Local	Regional/District	<b>✓</b>		
Developing the Job Announcement Advertising Job Posting	Local	Regional/District	<ul><li>✓</li><li>✓</li><li>✓</li></ul>		
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District			
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.						
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake		
1.						
2.						
3.						
4.						
5.						
5 16 L L						
If you have more		nd indicate what proce ace provided, please m nore information.		the following		
Matrix: part 2 of 2						
	Advertising					
1.						
2.	2.					
3.	3.					
4.	4.					
5.						
6. If you would like us to contact you for more information, please check follow up.						
☐ Follow Up						

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?						
Job Announcements open to Agency employees only						
306	306					
Job Announceme	ents open to State employee	es only				
20	20					
Job Announceme	ents open to the General Pu	blic, (excluding continuou	s recruitments)			
851						
Continuous Recru	uitment Job Announcements	8				
0						
	RUIT, does your Agency ut ble, shared websites and the		irces for its recruitment			
O Yes						
<ul><li>No</li></ul>						
9. If yes, please li	st resource, service, and as	ssociated service fee.				
	Resource	Service	Service Fee			
1.						
2.						
3.						
4.						
5.						
			,			
10. How does your Agency maintain its recruitment files?						
☐ Maintained by the Agency central repository						
✓ Maintained by the Agency non-central repository						
☐ Maintained by another organization						

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
90 days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
<ul><li>No</li></ul>

16. If yes, please list.				
1.				
2.				
3.				
4.				
5.				
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?				
	Yes	No		
Developing the Job Announcement	•	0		
Advertising	0	•		
Job Posting	0	•		

0

Applicant Intake

 $\odot$ 

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	PARTS-Position Applicant Tracking System				
2.	EXCEL				
3.					
4.					
5.					

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				In-house tool that was developed to meet a need.
2.				To collect data and fill in the tracking of information and ad hoc reporting.
3.				
4.				
5.				

19. If you would like us to contact you for more information, please check follow up.					
☐ Follow Up					
of the staff require	20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.				
	FTE Count (include tenths)				
Band - 1					
Band - 2					
Band - 3	9.5				
Band - 4	6.9				
Band - 5	12.8				
Band - 6	.3				
Band - 7					
Band - 8					
Band - 9					
Contracted Labor					
21 Do ony of you	ur automated applicant intoks and rear litroph processes interface with other				
systems or applic	r automated applicant intake and recruitment processes interface with other ations?				
Yes					
O No					

22. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.	PARTS Interfaces wtih PMIS data	No		
2.				
3.				
4.				
5.				

	23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?			
0	Yes			
•	No			

24. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

include the data reported, recipient type, and frequency of generation.	25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to
	nclude the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	Recruitment and selection reports.	HR Staff and Hiring Managers	As requested and/or per recruitment.
2.	EEO Reports	HR Staff	Per recruitment.
3.			
4.			
5.			

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently not using that would make your life easier?

Yes
O No
27. If yes, please list the tools.
1.
Integrated Human Resource Information System that would work across all HR business functions - not just applicant intake and recruiting
2.
3.
4.
5.

recruitment.
1.
Provides some interface with existing HR systems
2.
Minimizes duplication and double entry
3.
Allows for some record keeping and tracking or recruitment activity
4.
Provides EEO data and other reports
5.
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
applicant intake and recruitment.
applicant intake and recruitment.  1.
applicant intake and recruitment.  1.  More interface across all HR systems
applicant intake and recruitment.  1.  More interface across all HR systems  2.
1.  More interface across all HR systems  2.  Continued minimization of duplication and double entry
applicant intake and recruitment.  1.  More interface across all HR systems 2.  Continued minimization of duplication and double entry 3.
1.  More interface across all HR systems 2.  Continued minimization of duplication and double entry 3.  More record keeping and variety in ad hoc reports
1.  More interface across all HR systems 2.  Continued minimization of duplication and double entry 3.  More record keeping and variety in ad hoc reports 4.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Totally integrated HRIS interface with all existing HR systems
2.
Ability for applicants to enter in data with automated pre screening capability
3.
Creation of job data bank
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
no
32. If you have any other concerns or comments about this functional area, please include them here.

1. Does vour Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?
	he Job Announcement	<b>,</b>	<b>3</b>
	ne oob / unloandernent		
✓ Advertising			
✓ Job Posting			
Applicant Int	ake		
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work
O Yes			
<ul><li>No</li></ul>			
3. If yes, please id	dentify by location what eac	h location manages.	
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please id  Developing the Job  Announcement			Central
Developing the Job			Central
Developing the Job Announcement			Central
Developing the Job Announcement Advertising			Central
Developing the Job Announcement Advertising Job Posting			Central
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.				
	entries than the spa vill contact you for n	ce provided, please more information.	nark "Follow Up" to	the following
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 K				
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
		Adver	tising	
1.				
2.				
3.				
4.				
5.				
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.
☐ Follow Up				

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?			
Job Announceme	nts open to Agency employ	ees only	
0			
Job Announceme	nts open to State employee	es only	
2			
Job Announceme	nts open to the General Pul	blic, (excluding continuous	recruitments)
8			
Continuous Recru	uitment Job Announcements	5	
0			
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment
O Yes	,	,	
<ul><li>No</li></ul>			
9. If yes, please li	st resource, service, and as	sociated service fee.	
	Resource	Service	Service Fee
1.			
2.			
3.			
4.			
5.			
		<u> </u>	
10. How does you	ur Agency maintain its recru	itment files?	
✓ Maintained b	by the Agency central repos	itory	
☐ Maintained b	by the Agency non-central re	epository	
☐ Maintained b	y another organization		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
_
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
1.5 months
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please	list.			
1.				
2.				
3.				
4.				
5.				
17. Excluding REGautomated?	CRUIT, are any of the following applicant	intake and recruitment processes		
	Yes	No		
Developing the Job Announcement	0	•		
Advertising	0	•		
.loh Postina	$\circ$	•		

•

Applicant Intake

0

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access		2000	\$ 0
2.				
3.				
4.				
5.				
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
40.16				
	ke us to contact you	for more information	i, please check follov	w up.
☐ Follow Up				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.					
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)			
Band - 1					
Band - 2					
Band - 3	.2				
Band - 4					
Band - 5	.1				
Band - 6					
Band - 7					
Band - 8					
Band - 9					
Contracted Labor					
21. Do any of you systems or applic		ce and recruitment processe	es interface with other		
O Yes					
No					
22. If yes, please	identify the process, if doub	ole data entry is required, ar	nd on what frequency.		
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					

23. Do any of yo systems or appli	ur manual applicant intake a cations?	and recruitment processes	share data with other
O Yes			
O No			
24. If yes, please	e identify the process, if dou	ble data entry is required,	and on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
25 Evaluding PM	410 and DEODUIT along the		
		i <del>et any roparte th</del> at are ger	pereted from your evetem to
	reported, recipient type, and		nerated from your system to
			rerated from your system to
	Data Reported	d frequency of generation.	
include the data	Data Reported  Applicant Position Information	Recipient  Director/HR director/HR	Frequency
include the data	Data Reported  Applicant Position Information  Applicant Source by Race and Sex	Director/HR director/HR manager/panel  Director/HR director/HR	Frequency  End of each recruitment
include the data  1.	Data Reported  Applicant Position Information  Applicant Source by Race and Sex	Director/HR director/HR manager/panel  Director/HR director/HR	Frequency  End of each recruitment
include the data  1.  2.	Data Reported  Applicant Position Information  Applicant Source by Race and Sex	Director/HR director/HR manager/panel  Director/HR director/HR	Frequency  End of each recruitment
1.	Data Reported  Applicant Position Information  Applicant Source by Race and Sex	Director/HR director/HR manager/panel  Director/HR director/HR	Frequency  End of each recruitment
include the data  1.  2.  3.  4.  5.	Data Reported  Applicant Position Information  Applicant Source by Race and Sex	Director/HR director/HR manager/panel  Director/HR director/HR manager	Frequency  End of each recruitment  End of each recruitment
include the data  1.  2.  3.  4.  5.	Data Reported  Applicant Position Information  Applicant Source by Race and Sex  of specific applicant intake	Director/HR director/HR manager/panel  Director/HR director/HR manager	Frequency  End of each recruitment  End of each recruitment

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and
recruitment.
recruitment.
recruitment.
1. Applicant information is easily retrievable
1. Applicant information is easily retrievable 2.
1. Applicant information is easily retrievable 2. Form letters easily generated from applicant listing
1. Applicant information is easily retrievable 2.
1. Applicant information is easily retrievable 2. Form letters easily generated from applicant listing
1. Applicant information is easily retrievable 2. Form letters easily generated from applicant listing
1. Applicant information is easily retrievable 2. Form letters easily generated from applicant listing 3.
1. Applicant information is easily retrievable 2. Form letters easily generated from applicant listing 3
1. Applicant information is easily retrievable 2. Form letters easily generated from applicant listing 3.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Develop a mechanism for distinguishing a applicant listing for positions that are filled multiple times.
2.
Eliminate duplicate data entry for new hires.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Ability to create customized reports
2.
Ability to schedule and track interviews
3.
Develop a component that analyzes EEO adverse impact
4.
5.

31. Are there any specific state or t	ederal laws or regulations that would restrict our ability to
reengineer this business process?	If so, please provide the relevant citation.

This question should be addressed to the Department of Human Resources Management.

32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 16 Submit date: May 17, 2005 E-mail address: bill.anderson@edr.virginia.gov

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?
✓ Developing f	the Job Announcement		
✓ Advertising			
✓ Job Posting			
Applicant Int	ake		
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work
O Yes			
No			
3. If yes, please in	dentify by location what eac	h location manages.	
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please is  Developing the Job  Announcement			Central
Developing the Job			Central
Developing the Job Announcement			Central
Developing the Job Announcement Advertising			Central
Developing the Job Announcement Advertising Job Posting			Central
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District	
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District	

5. If yes, please lis	5. If yes, please list Agency names and indicate what process you manage.			
	entries than the spa vill contact you for n	ce provided, please more information.	nark "Follow Up" to	the following
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 K				
If you have more		nd indicate what proce ce provided, please mander nore information.		the following
Matrix: part 2 of 2				
		Adver	tising	
1.				
2.				
3.				
4.				
5.				
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.
☐ Follow Up				

_	ruitments (salaried and wag y process on an annual bas	,	
Job Announceme	nts open to Agency employ	rees only	
0			
Job Announceme	nts open to State employee	es only	
0			
Job Announceme	ents open to the General Pu	blic, (excluding continuou	ıs recruitments)
1			
Continuous Recru	uitment Job Announcements	S	
0			
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment
O Yes			
<ul><li>No</li></ul>			
9. If yes, please li	st resource, service, and as	ssociated service fee.	
	Resource	Service	Service Fee
1.			
2.			
3.			
4.			
5.			
10. How does you	ur Agency maintain its recru	itment files?	
✓ Maintained b	by the Agency central repos	itory	
☐ Maintained b	by the Agency non-central re	epository	
☐ Maintained b	by another organization		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
10-12 weeks
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE0 automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

0

Applicant Intake

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	entries than the space will contact you for m	ce provided, please more information.	nark "Follow Up" to	the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				
lf you have more	ncy to support these	estem(s), including so automated processe se provided, please mare information.	S.	
Matrix: part 2 of 2				
Matrix: part 2 of 2	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
Matrix: part 2 of 2			Staffing costs	•
			Staffing costs	
1.			Staffing costs	
1. 2.			Staffing costs	
1. 2. 3.			Staffing costs	
1. 2. 3. 4. 5.	costs	costs		selected?
1. 2. 3. 4. 5.	costs			selected?
1. 2. 3. 4. 5.	costs	costs		selected?

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

	ements, whether salaried or I in this process, please also		If contractor resources
	contractor is not dedicated nployee time to reach an F		ease add up the
		FTE Count (include tenths)	
Band - 1	.0		
Band - 2	.0		
Band - 3	.0		
Band - 4	.0		
Band - 5	.0		
Band - 6	.0		
Band - 7	.0		
Band - 8	.0		
Band - 9	.0		
Contracted Labor	.0		
21. Do any of you systems or applica	r automated applicant intak ations?	e and recruitment processe	es interface with other
O Yes			
No			
22. If yes, please	identify the process, if doub	ole data entry is required, ar	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate

23. Do any of you systems or applic		and recruitment processes s	hare data with other
O Yes			
O No			
24. If yes, please	identify the process, if do	uble data entry is required, ar	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
		list any reports that are gene od frequency of generation.	rated from your system to
			rated from your system to
	reported, recipient type, an	nd frequency of generation.	
include the data r	reported, recipient type, an	nd frequency of generation.	
include the data r	reported, recipient type, an	nd frequency of generation.	
include the data r	reported, recipient type, an	nd frequency of generation.	
1. 2. 3.	reported, recipient type, an	nd frequency of generation.	
1. 2. 3. 4. 5.	Data Reported	Recipient	Frequency
1. 2. 3. 4. 5.	Data Reported	Recipient  Recipient  e and recruitment reporting to	Frequency
1. 2. 3. 4. 5.	Data Reported  Data Reported  of specific applicant intake	Recipient  Recipient  e and recruitment reporting to	Frequency

27. If yes, please list the tools.
1.
2.
3.
J.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
<ul><li>28. Please list up to five strengths of your current business processes for applicant intake and recruitment.</li><li>1.</li></ul>
recruitment.
recruitment.  1.
1. Tailored 2.
1. Tailored 2. Efficient
1. Tailored 2. Efficient 3.
1. Tailored 2. Efficient 3. Fair
1. Tailored 2. Efficient 3.
1. Tailored 2. Efficient 3. Fair
Tailored  2. Efficient  3. Fair  4.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Increasing opportunities for minorities to learn about openings
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
2.
3.
4.
5.
31 Are there any specific state or federal laws or regulations that would restrict our ability to

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Not that we know.

32. If you have ar here.	y other concern	s or comment	s about this tu	nctional area	, piease inclu	de them

1. Does your Age	ncy manage the following in	nternal Applicant Intake and	Recruiting processes?		
	1. Does your Agency manage the following internal Applicant Intake and Recruiting processes?				
	· ·				
✓ Advertising	· Advertising				
✓ Job Posting	✓ Job Posting				
✓ Applicant Int	✓ Applicant Intake				
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ss at multiple work		
Yes					
O No					
3. If yes, please identify by location what each location manages.					
3. If yes, please id	dentify by location what eac	h location manages.			
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please id  Developing the Job  Announcement		_	Central ✓		
Developing the Job		Regional/District			
Developing the Job Announcement		Regional/District	✓		
Developing the Job Announcement Advertising		Regional/District	<b>✓</b>		
Developing the Job Announcement Advertising Job Posting		Regional/District	<ul><li>✓</li><li>✓</li><li>✓</li></ul>		
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District			
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 K					
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 2 of 2					
	Advertising				
1.					
2.					
3.					
4.					
5.					
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency employ	ees only			
4					
Job Announceme	nts open to State employee	es only			
0					
Job Announceme	nts open to the General Pul	blic, (excluding continuou	s recruitments)		
11					
Continuous Recru	uitment Job Announcements	5			
0					
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment		
O Yes	no, enarca webenee ana tre	, interpretation			
<ul><li>No</li></ul>					
9. If yes, please li	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.					
5.					
10. How does your Agency maintain its recruitment files?					
✓ Maintained by the Agency central repository					
✓ Maintained b	by the Agency non-central re	epository			
☐ Maintained b	y another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
67.5 work days
45. Dood your Agamey have fixed time miles built into the manufacent arrespond than they state
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
Yes
O No

16. If yes, please	list.	
1.		
Recruitment to	the public must be open for at leas	t 10 work days
2.		
3.		
4.		
5.		
17. Excluding REautomated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	•	0
Advertising	•	0

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 $\odot$ 

Job Posting

Applicant Intake

0

0

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	MS Word		2000	
2.	Access Applicant Tracking		2000	
3.				
4.				
5.				
used by your age	ncy to support these	rstem(s), including so automated processe be provided, please ration.	es.	
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				Meets agency needs.
2.				Meets agency needs.
3.				
4.				
5.				
19. If you would li	ke us to contact you	for more information	, please check follov	v up.

18. Please list up to five application/system(s), including software such as Excel, Access, etc,

used by your agency to support these automated processes.

of the staff require	ss of Applicant and Intake F ements, whether salaried or I in this process, please als	wage, based on pay band	
	contractor is not dedicated nployee time to reach an F		ease add up the
		FTE Count (include tenths)	
Band - 1			
Band - 2	.1		
Band - 3			
Band - 4	.1		
Band - 5	.1		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment process	es interface with other
Yes			
O No			
22. If yes, please	identify the process, if doub		
	Process	Requires Double Entry	Frequency
1.	DHRM Applicant Data Flow	No	0
2.			
3.			
4.			
5.			

	o any of you ns or applic		e and recruitment processes	s share data with other
O Y	'es			
<ul><li>N</li></ul>	10			
04.15				
24. If y	yes, piease	identify the process, if do	ouble data entry is required,	and on what frequency.
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
25 Ev	cluding PM	IS and PECPLIIT please	list any reports that are go	perated from your system to
			e list any reports that are gendered and frequency of generation.	nerated from your system to
		eported, recipient type, a	nd frequency of generation.	
	e the data r	eported, recipient type, a  Data Reported	Recipient  Immediate Supervisor of	Frequency
	e the data r	eported, recipient type, a  Data Reported	Recipient  Immediate Supervisor of	Frequency
	e the data r	eported, recipient type, a  Data Reported	Recipient  Immediate Supervisor of	Frequency
	e the data r 1. 2. 3.	eported, recipient type, a  Data Reported	Recipient  Immediate Supervisor of	Frequency
include	1. 2. 3. 4. 5.	Data Reported  Applicant Listing	Recipient  Immediate Supervisor of Position	Frequency  Close of recruitment
include	1. 2. 3. 4. 5. 5 you know	Data Reported  Applicant Listing	Recipient  Immediate Supervisor of Position  Recipient  Immediate Supervisor of Position	Frequency
26. Do not us	the data rate of the da	Data Reported  Applicant Listing  of specific applicant intak	Recipient  Immediate Supervisor of Position  Recipient  Immediate Supervisor of Position	Frequency  Close of recruitment

27. If yes, please list the tools.
1.
2.
2
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1. Immediately able to assess response to recruitment 2.
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications 3.
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications 3.
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications 3. Can answer any questions from applicants regarding their applications
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications 3. Can answer any questions from applicants regarding their applications 4.
1. Immediately able to assess response to recruitment 2. Able to verify receipt of applications 3. Can answer any questions from applicants regarding their applications 4. Automatically generates response letters to applicants

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal
applicant intake and recruitment process.
1.
More user friendly RECRUIT entry in PMIS
2.
3.
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to
reengineer this business process? If so, please provide the relevant citation.

32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 18 Submit date: May 17, 2005 E-mail address: james.ellenberger@vec.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ncy manage the following ir	nternal Applicant Intake and	Recruiting processes?
✓ Developing t	he Job Announcement		
✓ Advertising			
✓ Job Posting			
✓ Applicant Int	ake		
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ss at multiple work
Yes			
O No			
3. If yes, please id	dentify by location what eac	h location manages.	
	Local	Regional/District	Central
Developing the Job Announcement			<b>&gt;</b>
Advertising	✓	✓	✓
Job Posting	<b>✓</b>	✓	✓
Applicant Intake	<b>✓</b>	✓	✓
4. Does your Age	ncy manage applicant intak	e and recruiting for any oth	er state Agencies?
O Yes			
<ul><li>No</li></ul>			

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 16				
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.			
Matrix: part 2 of 2				
		Adver	tising	
1.				
2.				
3.				
4.				
5.				
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.
☐ Follow Up				

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?
Job Announcements open to Agency employees only
5
Job Announcements open to State employees only
5
Job Announcements open to the General Public, (excluding continuous recruitments)
30
Continuous Recruitment Job Announcements
0

	Excluding RECRUIT, does your Agency utilize any other state resources for its recruitment ort? (for example, shared websites and the like)
•	Yes
0	No

9. If yes, please li	st resource, service, and as	ssociated service fee.	
	Resource	Service	Service Fee
1.	Automated Labor Exchange ALEX	VEC	\$ 0
2.	VEC Website	VEC	\$ 0
3.	VEC Intranet and Bulletin Board	VEC	\$ 0
4.			
5.			

10. How does your Agency maintain its recruitment files?
✓ Maintained by the Agency central repository
☐ Maintained by the Agency non-central repository
☐ Maintained by another organization
11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
70 days

	example, "all positions must be posted for	
O Yes		
No		
16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	t intake and recruitment processes
	Yes	No
Developing the Job Announcement	•	0
Advertising	•	0
Job Posting	•	0
Applicant Intake	•	0

	ncy to support these			ei, Access, eic,
	entries than the spac will contact you for m		nark "Follow Up" to	the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Office XP		XP	
2.	Word		2000	
3.	Access		2000	
4.				
5.				
used by your age	to five application/sy ncy to support these entries than the spac will contact you for m	automated processe ce provided, please r	es.	
Matrix: part 2 of 2				
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
	ke us to contact you	for more information	, please check follo	w up.
☐ Follow Up				

	contractor is not dedicated full time to this process, please add up the mployee time to reach an FTE total by pay band.
	FTE Count (include tenths)
Band - 1	
Band - 2	.5
Band - 3	
Band - 4	1.5
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?
Yes	
O No	

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

are currently used in this process, please also provide their total FTE.

yee, preace		uble data entry is required, a	·
	Process	Requires Double Entry	Frequency
1.	Uploading to DHRM respository	No	0
2.			
3.			
4.			
5.			

	Do any of your manual applicant intake and recruitment processes share data with other tems or applications?
•	Yes
0	No

24. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.	EEO Assessment Tool Recruitment Demographics	No	0
2.			
3.			
4.			
5.			

25. Excluding PMIS and RECRUIT, please list any reports that are generated to	rom your system to
include the data reported, recipient type, and frequency of generation.	

	Data Reported	Recipient	Frequency
1.	Demographic information	VEC EEO Staff	as requested
2.	Turn around data from request to fill	VEC HR Mgmt Staff	as needed
3.			
4.			
5.			

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently not using that would make your life easier?

Yes

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O No	
27. If yes, please list the tools.	
1.	
Cost per hire	
2.	
3.	
4.	
5.	

recruitment.
1.
Low or no cost
2.
Flexibility for recruiting to meet geographic needs
3.
Convenience for applicants to apply by fax, email, all Local offices
4.
Centralized & consistent
5.
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Automation of applicant intake & recruitment
2.
Proto-type of VCU applicant process needs to be available for other agencies
3.
3.
<ul><li>3.</li><li>4.</li></ul>

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Automated Screening
2.
Application input by applicants
3.
Automated generation of correspondence
4.
Automated job announcements from the EWP
5.
Automated interview schedule
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
No
32. If you have any other concerns or comments about this functional area, please include them

here.

Respondent 19 Submit date: May 18, 2005 E-mail address: jim.bowen@dof.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	the Job Announcement				
✓ Advertising					
✓ Job Posting					
Applicant Int	ake				
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
3. If yes, please identify by location what each location manages.					
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please is  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
- 16 L					
If you have more		nd indicate what proce ace provided, please m nore information.		the following	
Matrix: part 2 of 2					
		Advert	tising		
1.					
2.					
3.					
4.					
5.					
	e us to contact you	for more information, p	olease check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announcements open to Agency employees only					
8					
Job Announcements open to State employees only					
0					
Job Announcements open to the General Public, (excluding continuous recruitments)					
25					
Continuous Recru	uitment Job Announcements	6			
0					
	RUIT, does your Agency ut	_	ces for its recruitment		
·	ole, shared websites and the	e like)			
● No					
9 If ves please li	st resource, service, and as	sociated service fee			
	Resource	Service	Service Fee		
1.	rosouros	COLVIDO	2011100100		
2.					
3.					
4.					
5.					
10. How does you	ur Agonov maintain ita rasm	itmont files?			
	ur Agency maintain its recru				
	by the Agency central repos	•			
	by the Agency non-central re	epository			
☐ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
45 days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

0

Applicant Intake

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If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.									
Matrix: part 1 of 2									
	Application/System Name	Module (if applicable)	Version	Maintenance fees					
1.									
2.									
3.									
4.									
5.									
lf you have more	ncy to support these	automated processe ce provided, please m	S.	<ul><li>18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.</li><li>If you have more entries than the space provided, please mark "Follow Up" to the following</li></ul>					
Matrix: part 2 of 2									
Matrix: part 2 of 2	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?					
Matrix: part 2 of 2			Staffing costs	•					
			Staffing costs						
1.			Staffing costs						
1. 2.			Staffing costs						
1. 2. 3.			Staffing costs						
1. 2. 3. 4. 5.	costs	costs		selected?					
1. 2. 3. 4. 5.	costs			selected?					
1. 2. 3. 4. 5.	costs	costs		selected?					

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)		
Band - 1				
Band - 2				
Band - 3				
Band - 4	1.0			
Band - 5				
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
24. De env of vou	w automated annliaant intok	e and recruitment process	as interfere with other	
systems or applic	r automated applicant intak ations?			
O Yes				
<ul><li>No</li></ul>				
22. If yes, please	identify the process, if doub		nd on what frequency.	
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

23. Do any of y systems or app		te and recruitment processes s	share data with other		
O Yes					
O No					
24. If yes, pleas	se identify the process, if d	ouble data entry is required, a	nd on what frequency.		
	Process	Requires Double Entry	Frequency		
	1.				
	2.				
	3.				
	4.				
	5.				
	l	l			
25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.					
			erated from your system to		
			erated from your system to		
include the dat	a reported, recipient type, a	and frequency of generation.			
include the dat	Data Reported	and frequency of generation.			
include the dat	Data Reported  1.	and frequency of generation.			
include the dat	Data Reported  1.	and frequency of generation.			
include the date	Data Reported  1. 2. 3.	and frequency of generation.			
include the date	Data Reported  1. 2. 3.	and frequency of generation.			
26. Do you kno	Data Reported  1. 2. 3. 4.	Recipient  Recipient  Recipient	Frequency		
26. Do you kno	Data Reported  1. 2. 3. 4. bw of specific applicant inta	Recipient  Recipient  Recipient	Frequency		

27. If yes, please list the tools.
1.
applicant tracking system
2.
staffing part of a HRIS
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
<ul><li>28. Please list up to five strengths of your current business processes for applicant intake and recruitment.</li><li>1.</li></ul>
recruitment.
1.
1. personal contacts with applicants
1. personal contacts with applicants
1. personal contacts with applicants 2.
1. personal contacts with applicants 2.
1. personal contacts with applicants 2. 3.
1. personal contacts with applicants 2. 3.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
automation of applicant tracking
2.
automation of recruiting process in order to determine cost per hire
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
easy to use
2.
2. web based
web based
web based 3.
web based 3. able to add customized features
<ul> <li>web based</li> <li>3.</li> <li>able to add customized features</li> <li>4.</li> <li>ability to scan applications into the system and allow those applications to be</li> </ul>

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Uniform Guidelines on Employee Selection Procedures

**EEO Law** 

## **Affirmative Action**

32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 20 Submit date: May 18, 2005 E-mail address: vethomson@deq.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	the Job Announcement				
✓ Advertising					
✓ Job Posting					
Applicant Int	ake				
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
3. If yes, please identify by location what each location manages.					
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please is  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 16				
5. If yes, please list Agency names and indicate what process you manage. If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Advertising			
1.				
2.				
3.				
4.				
5.				
6. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up				

does your Agency process on an annual basis, by the following categories?							
Job Announcements open to Agency employees only							
24							
Job Announcements open to State employees only							
5							
Job Announcements open to the General Public, (excluding continuous recruitments)							
92							
Continuous Recruitment Job Announcements							
3							
8. Excluding RECRUIT, does your Agency utilize any other state resources for its recruitment effort? (for example, shared websites and the like)							
Yes							
O No							
9. If yes, please list resource, service, and associated service fee.							
, oo, process	st resource, service, and as	sociated service fee.					
	st resource, service, and as	sociated service fee. Service	Service Fee				
1.			Service Fee \$ 0				
	Resource						
1.	Resource DEQ website		\$ 0				
1. 2.	Resource  DEQ website  HotJobs		\$ 0 \$ 72				
1. 2. 3.	Resource  DEQ website  HotJobs  Universities  Local Newspapers/ Where		\$ 0 \$ 72 \$ 0				
1. 2. 3. 4.	Resource  DEQ website  HotJobs  Universities  Local Newspapers/ Where positions are vacant.		\$ 0 \$ 72 \$ 0 \$ 700				
1. 2. 3. 4.	Resource  DEQ website  HotJobs  Universities  Local Newspapers/ Where positions are vacant.	Service	\$ 0 \$ 72 \$ 0 \$ 700				
1. 2. 3. 4. 5.	Resource  DEQ website  HotJobs  Universities  Local Newspapers/ Where positions are vacant.  Minority Resources	Service	\$ 0 \$ 72 \$ 0 \$ 700				
1. 2. 3. 4. 5.  10. How does you  Maintained by	Resource  DEQ website  HotJobs  Universities  Local Newspapers/ Where positions are vacant.  Minority Resources	Service itment files?	\$ 0 \$ 72 \$ 0 \$ 700				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
● No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
61 days
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
Yes
O No

16. If yes, please list.
1.
Lateral only - 5 work days
2.
Agency only - 5 work days
3.
State and General Public - 2 weeks minimum
4.
5.
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes

17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?			
	Yes	No	
Developing the Job Announcement	0	•	
Advertising	•	0	
Job Posting	•	0	
Applicant Intake	•	0	

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Oracle	Human Resources	see IT survey for all remaining info	
2.	Microsoft Word			
3.	Excel			
4.	Access			
5.				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0			Integrated with Finance- very flexible program
2.				Easy to use
3.				Easy to use
4.				Easy to use
5.				

<b>~</b>	Follov	۷ Up
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are currently used in this process, please also provide their total FTE.		
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3	2.0	
Band - 4	1.0	
Band - 5		
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?	
Yes		
O No		

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

22. If yes, please identify the process, if double data entry is required, and on what frequency.			
	Process	Requires Double Entry	Frequency
1.	DEQ has an on-line applicantion that is downloaded into Oracle HR - eliminates double keying	No	22
2.	PMIS	Yes	22
3.			
4.			
5.			

	Do any of your manual applicant intake and recruitment processes share data with other tems or applications?
•	Yes
0	No

24. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.	Oracle HR data establishes employees. Once an employee is established, that data is used for time tracking, wage payroll and travel processing/	No	0	
2.				
3.				
4.				
5.				

25. Excluding PMIS and RECRUIT, please list any reports that are generated from your sys	tem to
include the data reported, recipient type, and frequency of generation.	

	Data Reported	Recipient	Frequency
1.	EEO report	DHRM	monthly
2.	Active applicant report	Hiring Managers and generalists	weekly
3.	Addresses of applicants on labels for mailing	generalists	daily
4.			
5.			

	Do you know of specific applicant intake and recruitment reporting tools that you are currently using that would make your life easier?
0	Yes
•	No

27. If yes, please list the tools.
1.
Recruitment activities must be compliant, competitive and organized in order to attract the best candidates. Recruit tools should have mechanisms in place to ensure that various steps are taken in the process such as an ititial assessment, analysis of business needs, the development of screenirecruitment strategies, accurate job descriptions, an effective screening process, standards interview questions, new hire reports and job offer letters.
2.
PeopleAdmin System is an on-line recruitment management system that is designed for the Public Sector. This customer-friendly web-based system has features such as the ability to route application information to hiring managers, a Job Profile for applicants, and on-line screening capability
3.
4.
5.

## 28. Please list up to five strengths of your current business processes for applicant intake and recruitment.

1.

Online applications - information is integrated into HR Oracle which eliminates keying information

2.

HR Oracle automatically generates mailing labels for notification to applicants

3.

HR Oracle generate EEO reports and automatically downloads into DHRM's system

4.

HR Oracle generates applicant listing and create a screening criteria matrix

5.

Ability to track applicants job history within the agency.

## 29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.

1.

Eliminate double keying into HR Oracle and PMIS - be able to key into one system

2.

Possibility to scan applications into HR system to replace keying

3.

Ability to manipulate system, data easier then current available

4.

Ability to make correction easily.

5.

Ability to retrieve applications faster online.

Ability to let the system know the core criteria for position screening and have only those applications forwarded for further review
2.
A system that electronically notifies applicants of stage in progress
3.
A system that provides DHRM the necesary EEO assessment information
4.
The capability to use a system from the request process to establishing employee personnel data for a new hire
5.
Reporting features that allow the retrieval of classified and wage information, number of jobs filled, EEO-4, requisition, posting data
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
No
32. If you have any other concerns or comments about this functional area, please include them here.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.

1.

Respondent 21 Submit date: May 18, 2005 E-mail address: bob.weaver@dhrm.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	the Job Announcement				
✓ Advertising					
✓ Job Posting					
✓ Applicant Inf	ake				
2. Does your Age locations?	ency manage the Applicant I	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
		3. If yes, please identify by location what each location manages.			
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please is  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

## 5. If yes, please list Agency names and indicate what process you manage.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.	DFP & DPRT	Not Performed	Performed	Performed
2.	DOAV & Comp Board	Not Performed	Performed	Performed
3.	Dept. Aging & DMBE	Not Performed	Performed	Performed
4.	Charitable Gaming	Not Performed	Performed	Performed
5.	EDR.	Not Performed	Performed	Performed

## 5. If yes, please list Agency names and indicate what process you manage.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2	
	Advertising
1.	Not Performed
2.	Not Performed
3.	Not Performed
4.	Not Performed
5.	Not Performed

6. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announcements open to Agency employees only					
7	7				
Job Announceme	Job Announcements open to State employees only				
4					
Job Announceme	nts open to the General Pul	blic, (excluding continuous	recruitments)		
32					
Continuous Recru	uitment Job Announcements	6			
0					
	RUIT, does your Agency ut		ces for its recruitment		
· ·	ole, shared websites and the	e like)			
Yes					
O No					
O If you placed li	ot resource comice and co	receipted coming for			
9. II yes, please II	st resource, service, and as				
	Resource	Service	Service Fee		
1.	state agency web site		\$0		
2.	2. career centers of state \$ 0 colleges & universities				
3.					
4.					
5.					
10. How does you	10. How does your Agency maintain its recruitment files?				
✓ Maintained by the Agency central repository					
☐ Maintained by the Agency non-central repository					
□ Maintainaal h	by another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
● No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
61 days
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
O Yes
● No

16. If yes, please list.			
1.			
2.			
3.			
4.			
5.			
17. Excluding REGautomated?	CRUIT, are any of the following applicant	intake and recruitment processes	
	Yes	No	
Developing the Job Announcement	0	•	
Advertising	0	•	
Job Posting	•	0	

0

Applicant Intake

 $\odot$ 

used by your agency to support these automated processes.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.	Access		2000	\$ 0	
2.					
3.					
4.					
5.					
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.					
				el, Access, etc,	
used by your age If you have more		automated processe ce provided, please r	es.		
used by your age If you have more	ncy to support these entries than the space	automated processe ce provided, please r	es.		
If you have more question and we	ncy to support these entries than the space	automated processe ce provided, please r	es.		
If you have more question and we	ncy to support these entries than the space will contact you for m	automated processed ce provided, please range information.  Contractor Support	es. mark "Follow Up" to	the following  Why was the system	
If you have more question and we wastion and we wastion and we wastion and we wastion.	entries than the space will contact you for many Employee Training costs	ce provided, please rate information.  Contractor Support costs	es. mark "Follow Up" to	the following  Why was the system	
If you have more question and we we have matrix: part 2 of 2	entries than the space will contact you for many Employee Training costs	ce provided, please rate information.  Contractor Support costs	es. mark "Follow Up" to	the following  Why was the system	
If you have more question and we was Matrix: part 2 of 2  1.	entries than the space will contact you for many Employee Training costs	ce provided, please rate information.  Contractor Support costs	es. mark "Follow Up" to	the following  Why was the system	
used by your age  If you have more question and we very matrix: part 2 of 2  1. 2. 3.	entries than the space will contact you for many Employee Training costs	ce provided, please rate information.  Contractor Support costs	es. mark "Follow Up" to	the following  Why was the system	
If you have more question and we wanted by your age  If you have more question and we wanted and we	entries than the space will contact you for more than the space will be spaced as a spaced with the spaced will be	automated processes ce provided, please report information.  Contractor Support costs	es. mark "Follow Up" to Staffing costs	the following  Why was the system selected?	
If you have more question and we wanted by your age  Matrix: part 2 of 2  1. 2. 3. 4. 5.	entries than the space will contact you for many Employee Training costs	automated processes ce provided, please report information.  Contractor Support costs	es. mark "Follow Up" to Staffing costs	the following  Why was the system selected?	

are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3	.5			
Band - 4				
Band - 5	.3			
Band - 6	.3			
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
21. Do any of you systems or application	r automated applicant intak ations?	e and recruitment processe	es interface with other	
O Yes				
No				
22. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate

system	s or applic	ations?		
O Ye	es			
O No	0			
24. If y	es, please	identify the process, if de	ouble data entry is required,	and on what frequency.
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
				nerated from your system to
include	ine data n		and frequency of generation.	
		Data Reported	Recipient	Frequency
	1.	Applicant Flow Data	Agency	monthly
	2.			
	3.			
	4.			
	5.			
		1	I	L
		of specific applicant intal uld make your life easier	ke and recruitment reporting?	tools that you are currently
Ye	es			

23. Do any of your manual applicant intake and recruitment processes share data with other

27. If yes, please list the tools.
1.
total online system for applicant tracking process
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
<ul><li>28. Please list up to five strengths of your current business processes for applicant intake and recruitment.</li><li>1.</li></ul>
recruitment.
1.
1. statewide automate job posting system for classified & wage positions
1. statewide automate job posting system for classified & wage positions
1. statewide automate job posting system for classified & wage positions 2.
1. statewide automate job posting system for classified & wage positions 2.
1. statewide automate job posting system for classified & wage positions 2
1. statewide automate job posting system for classified & wage positions 2

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
online application
2.
one system for all recruitment management
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
same as item # 22
2.
predominantly paperless system (at least 90%)
3.
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to
reengineer this business process? If so, please provide the relevant citation.

No

No

32. If you have any other concerns or comments about this functional area, please include them

here.

Respondent 22 Submit date: May 18, 2005 E-mail address: steve.arthur@dpor.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?	
	he Job Announcement	<b>,</b>	<b>3</b>	
	ne oob / unloandernent			
✓ Advertising				
✓ Job Posting				
Applicant Int	ake			
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work	
O Yes				
<ul><li>No</li></ul>				
3. If yes, please identify by location what each location manages.				
3. If yes, please id	dentify by location what eac	h location manages.		
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central	
3. If yes, please id  Developing the Job  Announcement			Central	
Developing the Job			Central	
Developing the Job Announcement			Central	
Developing the Job Announcement Advertising			Central	
Developing the Job Announcement Advertising Job Posting			Central	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District		
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District		

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
- 16 L					
If you have more		nd indicate what proce ace provided, please m nore information.		the following	
Matrix: part 2 of 2					
		Advert	tising		
1.					
2.					
3.					
4.					
5.					
6. If you would like us to contact you for more information, please check follow up.					
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	ents open to Agency employ	ees only			
0					
Job Announceme	Job Announcements open to State employees only				
2					
Job Announcements open to the General Public, (excluding continuous recruitments)					
27					
Continuous Recru	uitment Job Announcements	5			
0					
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment		
O Yes		, interp			
<ul><li>No</li></ul>					
9. If yes, please li	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.					
5.					
	ur Agency maintain its recru				
✓ Maintained b	✓ Maintained by the Agency central repository				
☐ Maintained b	by the Agency non-central re	epository			
☐ Maintained b	by another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
1 month
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No     No

16. If yes, please list.		
1.		
2.		
3.		
4.		
5.		
17. Excluding RE0 automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

0

Applicant Intake

 $\odot$ 

	entries than the space will contact you for m	ce provided, please more information.	nark "Follow Up" to	the following	
Matrix: part 1 of 2					
	Application/System Name	Module (if applicable)	Version	Maintenance fees	
1.					
2.					
3.					
4.					
5.					
lf you have more	18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2					
Matrix: part 2 of 2	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?	
Matrix: part 2 of 2			Staffing costs	•	
			Staffing costs		
1.			Staffing costs		
1. 2.			Staffing costs		
1. 2. 3.			Staffing costs		
1. 2. 3. 4. 5.	costs	costs		selected?	
1. 2. 3. 4. 5.	costs			selected?	
1. 2. 3. 4. 5.	costs	costs		selected?	

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)		
Band - 1				
Band - 2				
Band - 3				
Band - 4	.5			
Band - 5	.3			
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
	21. Do any of your automated applicant intake and recruitment processes interface with other systems or applications?			
O Yes				
No				
22. If yes, please		ole data entry is required, ar		
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

systems or applic		and recruitment processes s	hare data with other
O Yes			
O No			
24. If yes, please	identify the process, if do	uble data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
		list any reports that are gene nd frequency of generation.	erated from your system to
			erated from your system to
	reported, recipient type, ar	nd frequency of generation.	
include the data	reported, recipient type, ar	nd frequency of generation.	
include the data	reported, recipient type, ar	nd frequency of generation.	
1. 2. 3.	reported, recipient type, ar	nd frequency of generation.	
1. 2. 3.	reported, recipient type, ar	nd frequency of generation.	
1. 2. 3. 4. 5.	Data Reported	Recipient  Recipient  and recruitment reporting to	Frequency
1. 2. 3. 4. 5.	Data Reported  Of specific applicant intake	Recipient  Recipient  and recruitment reporting to	Frequency

27. If yes, please list the tools.
1.
2.
^
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1. promptness & efficiency
1. promptness & efficiency 2.
1. promptness & efficiency
1. promptness & efficiency 2.
1. promptness & efficiency 2. required vs. preferred job specific ksa's
1. promptness & efficiency 2. required vs. preferred job specific ksa's 3.
1. promptness & efficiency 2. required vs. preferred job specific ksa's 3. easibly understandable & defensible screening criteria
1. promptness & efficiency 2. required vs. preferred job specific ksa's 3. easibly understandable & defensible screening criteria 4.
1. promptness & efficiency 2. required vs. preferred job specific ksa's 3. easibly understandable & defensible screening criteria 4.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
when we list applicant flow data, it would be helpful if this could also merge the information to a mail merge to be used for sending rejection letters.
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
If the state would REQUIRE all agencies to use RECRUIT only to post job ads and refer to this website in the classified sections of the newspaper, then the agencies could save millions on advertising costs!
2.
3.
4.
5.

reengineer this business process? It so, please provide the relevant citation.				
No				
32. If you have any other concerns or comments about this functional area, please include them here.				

31. Are there any specific state or federal laws or regulations that would restrict our ability to

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Agency manage the following internal Applicant Intake and Recruiting processes?

✓ Developing t	Developing the Job Announcement				
✓ Advertising	Advertising				
✓ Job Posting	Job Posting				
✓ Applicant Int	ake				
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ss at multiple work		
Yes					
O No					
3. If yes, please in	dentify by location what eac	h location manages.			
	Local	Regional/District	Central		
Developing the Job Announcement	✓	✓	<b>✓</b>		
l = =	<b>∀</b>	<b>✓</b>	<b>✓</b>		
Announcement					
Announcement  Advertising	✓	✓	<b>&gt;</b>		
Announcement  Advertising  Job Posting  Applicant Intake	<b>Y Y</b>	✓ ✓	<b>Y Y</b>		
Announcement  Advertising  Job Posting  Applicant Intake  4. Does your Age	<b>Y</b>	✓ ✓	<b>Y Y</b>		
Announcement  Advertising  Job Posting  Applicant Intake  4. Does your Age  Yes	<b>Y Y</b>	✓ ✓	<b>Y Y</b>		
Announcement  Advertising  Job Posting  Applicant Intake  4. Does your Age	<b>Y Y</b>	✓ ✓	<b>Y Y</b>		

	entries than the spac will contact you for m		nark "Follow Up" to	the following
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.	CHIPPOKES PLANTATION FARM FOUNDATION AND MUSEUM – Agency 319	Performed	Performed	Performed
2.				
3.				
4.				
5.				
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2		Advo	rtioina	
4	Dorformed	Adve	rtising	
1.	Performed			
2.				
3.				
4.				
5.				
	e us to contact you f	or more information,	please check follow	v up.
☐ Follow Up				

5. If yes, please list Agency names and indicate what process you manage.

does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency employ	ees only			
14					
Job Announceme	Job Announcements open to State employees only				
3					
Job Announcements open to the General Public, (excluding continuous recruitments)					
119					
Continuous Recru	uitment Job Announcements	3			
0					
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment		
O Yes		,			
<ul><li>No</li></ul>					
9. If yes, please li	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.					
5.					
	ur Agency maintain its recru				
	by the Agency central reposi	•			
	by the Agency non-central re	epository			
	by another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
T.
5.
12. Do you track "cost per hire" data?
O Yes
● No
40 House who are seen the date on the could be could be could be as a first or the date.
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
2 months
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
O Yes
● No

16. If yes, please	list.			
1.				
2.				
3.				
4.				
5.				
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?				
	Yes	No		
Developing the Job Announcement	0	•		
Advertising	0	•		
Job Posting	•	0		

 $\odot$ 

Applicant Intake

0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: pa	ın 1	OT 2
------------	------	------

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Applicant Tracking System	Excel		\$ 0
2.	EEO & Media Information	Excel		\$ 0
3.				
4.				
5.				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix:	part	2	of	2
---------	------	---	----	---

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0		Agency had no applicant tracking system. This was acquired from another state agency.
2.	\$ 0	\$ 0		Agency had no tracking system. Acquired from another state agency.
3.				
4.				
5.				

19. If you would like us to contact you for more information, please check for	llow up.
☐ Follow Up	

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.					
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
	FTE Count (include tenths)				
Band - 1					
Band - 2					
Band - 3	.5				
Band - 4					
Band - 5	.5				
Band - 6					
Band - 7					
Band - 8					
Band - 9					
Contracted Labor	Contracted Labor				
21. Do any of you systems or applic		ke and recruitment processe	es interface with other		
O Yes	O Yes				
No	No     No				
22. If yes, please		ble data entry is required, ar			
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					

23. Do any of you systems or applic	ur manual applicant intake a cations?	and recruitment processes	share data with other
O Yes			
O No			
24. If yes, please	identify the process, if dou	ble data entry is required, a	and on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
	IIS and RECRUIT, please li reported, recipient type, and		erated from your system to
	Data Reported	Recipient	Frequency
1.	EEO Statistics	Agency management and DHRM	Close of Recruitment Activity
2.			
3.			
4.			
5.			
	of specific applicant intake ould make your life easier?	and recruitment reporting t	ools that you are currently
O Yes			
<ul><li>No</li></ul>			

27. If yes, please list the tools.
1.
2.
3.
4.
r
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1. Merges names/addresses with letters
1. Merges names/addresses with letters 2.
1. Merges names/addresses with letters 2. Calculates EEO Stats
1. Merges names/addresses with letters 2. Calculates EEO Stats 3.
1. Merges names/addresses with letters 2. Calculates EEO Stats 3. Moves data from one screen to another
1. Merges names/addresses with letters 2. Calculates EEO Stats 3. Moves data from one screen to another 4.
1. Merges names/addresses with letters 2. Calculates EEO Stats 3. Moves data from one screen to another

applicant intake and recruitment.
1.
Development of a better applicant tracking system that is standard for all state agencies
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal
applicant intake and recruitment process.
applicant intake and recruitment process.
applicant intake and recruitment process.  1.
applicant intake and recruitment process.  1. Paperless system
applicant intake and recruitment process.  1. Paperless system 2.
applicant intake and recruitment process.  1. Paperless system 2. On-line Applications
applicant intake and recruitment process.  1. Paperless system 2. On-line Applications 3.
1. Paperless system 2. On-line Applications 3. Ability to screen applications on line via key words / phrases
1. Paperless system 2. On-line Applications 3. Ability to screen applications on line via key words / phrases 4. Ability for applicant to retrieve previous applications to update for another job

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Tilte VII - have to ensure demographic information is separated applicant ID.

32. If you have any other concerns or comments about this functional area, please include them here.

The porcess is very heavy with paper, copying and filing. Also, one person applies for several jobs - that applicant must be keyed for each job applied. There is a tremenedous waste of time, energy, money and people power.

Respondent 24 Submit date: May 19, 2005 E-mail address: manju.ganeriwala@dmas.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?	
	he Job Announcement	<b>'</b>	<b>3</b>	
	ne oob / unloandernent			
✓ Advertising				
✓ Job Posting				
Applicant Int	ake			
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work	
O Yes				
<ul><li>No</li></ul>				
3. If yes, please identify by location what each location manages.				
3. If yes, please id	dentify by location what eac	h location manages.		
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central	
3. If yes, please id  Developing the Job  Announcement			Central	
Developing the Job			Central	
Developing the Job Announcement			Central	
Developing the Job Announcement Advertising			Central	
Developing the Job Announcement Advertising Job Posting			Central	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District		
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District		

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2					
		Adver	tising		
1.					
2.					
3.					
4.					
5.					
6. If you would like us to contact you for more information, please check follow up.					
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency emplo	yees only			
0	0				
Job Announceme	Job Announcements open to State employees only				
2					
Job Announceme	Job Announcements open to the General Public, (excluding continuous recruitments)				
170					
Continuous Recru	uitment Job Announcemen	ts			
1					
	RUIT, does your Agency usele, shared websites and th		sources for its recruitment		
Yes					
O No					
9. If yes, please list resource, service, and associated service fee.					
9. If yes, please li	st resource, service, and a	ssociated service fee.			
9. If yes, please li	st resource, service, and a	ssociated service fee.	Service Fee		
9. If yes, please li			Service Fee \$ 0		
	Resource  Department of Social	Service			
1.	Resource  Department of Social Services	Service  Job posting	\$ 0		
1.	Resource  Department of Social Services  VCU/MCV	Service  Job posting  Job Posting	\$ O \$ O		
1. 2. 3.	Resource  Department of Social Services  VCU/MCV  James Madison University	Service  Job posting  Job Posting  Job Posting	\$ 0 \$ 0 \$ 0		
1. 2. 3. 4.	Resource  Department of Social Services  VCU/MCV  James Madison University	Service  Job posting  Job Posting  Job Posting	\$ 0 \$ 0 \$ 0		
1. 2. 3. 4. 5.	Resource  Department of Social Services  VCU/MCV  James Madison University	Service  Job posting  Job Posting  Job Posting  Job Posting	\$ 0 \$ 0 \$ 0		
1. 2. 3. 4. 5.	Resource  Department of Social Services  VCU/MCV  James Madison University  University of Virginia	Service  Job posting  Job Posting  Job Posting  Job Posting  uitment files?	\$ 0 \$ 0 \$ 0		
1. 2. 3. 4. 5.  10. How does you  ✓ Maintained by	Resource  Department of Social Services  VCU/MCV  James Madison University  University of Virginia	Service  Job posting  Job Posting  Job Posting  Job Posting  uitment files?	\$ 0 \$ 0 \$ 0		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
Six Weeks
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
<ul><li>No</li></ul>

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding REautomated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	•	0

 $\odot$ 

Applicant Intake

0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Appication intake	GroupWise via e-mail	6.5	\$ 0
2.	Job Announcements	Web UTS		\$ 0
3.	Job Announcments	Internet		\$ 0

2000

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

Word

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

## Matrix: part 2 of 2

4.

5.

Developing job

announcements

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0		
2.	\$ 0	\$ 0		
3.	\$ 0	\$ 0		
4.	\$ 0	\$ 0		
5.				

19. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

\$0

of the staff require	ss of Applicant and Intake F ements, whether salaried or d in this process, please als	wage, based on pay band	
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
		FTE Count (include tenths)	
Band - 1			
Band - 2			
Band - 3	.5		
Band - 4			
Band - 5	.5		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor	.5		
21. Do any of you systems or application	r automated applicant intak ations?	e and recruitment processe	es interface with other
O Yes			
<ul><li>No</li></ul>			
22. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.	GroupWise	No	0
2.	Word	No	0
3.			
4.			
5.			

•	No			
24. <u>I</u>	If yes, please	identify the process, if do	uble data entry is required, ar	nd on what freguency.
	• •	Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
			list any reports that are gene	rated from your system t
		reported, recipient type, an	nd frequency of generation.	
				rated from your system to
	ude the data i	reported, recipient type, an	nd frequency of generation.	
	ude the data i	reported, recipient type, an	nd frequency of generation.	
	1.	reported, recipient type, an	nd frequency of generation.	
	1. 2. 3.	reported, recipient type, an	nd frequency of generation.	
inclu	1. 2. 3. 4.	Data Reported	Recipient	Frequency
nclu 26. [	1. 2. 3. 4. 5. Do you know	Data Reported	Recipient  Recipient  and recruitment reporting to	Frequency
nclu 26. [	1. 2. 3. 4. 5. Do you know	Data Reported  Of specific applicant intake	Recipient  Recipient  and recruitment reporting to	Frequency

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?

O Yes

27. If yes, please list the tools.
1.
Bookshelf Applicant Tracking software
2.
3.
4.
T.
r
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Establishes a data base in Word to allow mail merges
2.
Screening sheets can be created by using copy,paste functions
3.
4.
·
5.

applicant intake and recruitment.
1.
Need a statewide applicant tracking software
2.
Use of postcards for confirmation receipt instead of letters
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
· ·
applicant intake and recruitment process.
applicant intake and recruitment process.  1.  Statewide applicant tracking system that will automatically generate
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets 2.
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets  2. Automatically generate acknowlegement letters
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets 2. Automatically generate acknowlegement letters 3.
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets 2. Automatically generate acknowlegement letters 3. Automatically generate late application letters
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets 2. Automatically generate acknowlegement letters 3. Automatically generate late application letters 4.
1. Statewide applicant tracking system that will automatically generate acknowledgment letter and set up screening sheets 2. Automatically generate acknowlegement letters 3. Automatically generate late application letters 4. Automatically generate EEO statistics

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Just be knowledgeable of all EEO and federal and state laws/policies

32. If you have any other concerns or comments about this functional area, please include them here.

The current RECRUIT data base is very frustrating in that when typing the job description, the sentences do not scroll, and if there is too long a break from working on the screen, everything disappears and it has to be redone.

Respondent 25 Submit date: May 19, 2005 E-mail address: bob.benton@tax.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?
✓ Developing f	the Job Announcement		
✓ Advertising			
✓ Job Posting			
Applicant Int	ake		
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work
O Yes			
No			
3. If yes, please in	dentify by location what eac	h location manages.	
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please is  Developing the Job  Announcement			Central
Developing the Job			Central
Developing the Job Announcement			Central
Developing the Job Announcement Advertising			Central
Developing the Job Announcement Advertising Job Posting			Central
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District	
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.					
	entries than the spa vill contact you for n	ce provided, please more information.	nark "Follow Up" to	the following	
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16					
If you have more		nd indicate what proce ce provided, please mander nore information.		the following	
Matrix: part 2 of 2					
		Adver	tising		
1.					
2.					
3.					
4.					
5.					
	6. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	Job Announcements open to Agency employees only				
18					
Job Announceme	ents open to State employee	es only			
0					
Job Announceme	ents open to the General Pul	blic, (excluding continuous	recruitments)		
258					
Continuous Recru	uitment Job Announcements	6			
0					
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment		
Yes					
O No					
9. If yes, please li	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.	TAX Web page		\$ 0		
2.					
3.					
4.					
5.					
10. How does you	ur Agency maintain its recru	itment files?			
✓ Maintained b	✓ Maintained by the Agency central repository				
☐ Maintained by the Agency non-central repository					
☐ Maintained b	☐ Maintained by another organization				

11. If maintained by another organization, please list the organization and the location.
1.
2.
<u></u>
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
<ul><li>No</li></ul>
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
53 calendar days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
<ul><li>No</li></ul>

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE0 automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job  Announcement	0	•
Advertising	0	•
Job Posting	0	•

 $\odot$ 

Applicant Intake

0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access/Applicant Tracking System		2000	
2.	Excel/Vacancy Tracking report		2000	
3.				
4.				
5.				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				It was inherited from VDOT
2.				Created at TAX
3.				
4.				
5.				

19. If	you would like us to contact you for more information, please check follow up.
	Follow Up

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.		
	contractor is not dedicated full time to this process, please add up the nployee time to reach an FTE total by pay band.	
	FTE Count (include tenths)	
Band - 1		
Band - 2		
Band - 3	.5	
Band - 4	1.0	
Band - 5	1.2	
Band - 6		
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?	
O Yes		
No		

2.			
3.			
4.			
5.			
23. Do any of you systems or applic	ur manual applicant intake a cations?	nd recruitment processes s	hare data with other
O Yes			
O No			
24. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			

22. If yes, please identify the process, if double data entry is required, and on what frequency.

Process

1.

5.

Requires Double Entry

Frequency

25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to						
include the data reported, recipient type, and frequency of generation.						

	Data Reported	Recipient	Frequency
1.	Applicant EEO data	DHRM	Monthly
2.			
3.			
4.			
5.			

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently not using that would make your life easier?

Yes
O No
27. If yes, please list the tools.
1.
Peoplesoft
2.
People Admin
3.
Open HIre
4.
5.

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Our Acces ATS produces lists of applicants, job numbers, titles and screening criteria
2.
Excel vacancy report provides all necessary info for management reporting
3.
No cost
4.
Data is restricted to HR staff use
5.
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Integration of functions with DHRM's applications - e.g., RECRUIT
2.
Automated EEO reporting to DHRM
3.
Automatic generation of management reports - e.g., time to hire
4.
Ability for hiring managers to acess applications electronically
5.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.

1.

On-line applicant intake

2.

Auto-screening based on designated competencies

3.

Pre-screening questions

4.

Automated EEO and other hiring reporting

5.

Integration with HRIS for selected candidates

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

32. If you have any other concerns or comments about this functional area, please include them here.

Background checks for the state could be centralized. There are plenty of companies that the state could contract with to provide criminal, work history, credit and education checks for a fee. By leveraging the Commonwealth's size as an employer, we could get this service for a reasonable fee. Currently, we pay VA Ste Police \$15 per background check and we only get VA information. I believe this is a real opportunity for the state to improve its hiring practices and reduce costs associated with negligent hiring.

Respondent 26 Submit date: May 20, 2005 E-mail address: james.keck@vdem.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?			
✓ Developing f	the Job Announcement					
✓ Advertising						
✓ Job Posting						
Applicant Int	ake					
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work			
O Yes						
No						
	3. If yes, please identify by location what each location manages.					
3. If yes, please in	dentify by location what eac	h location manages.				
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central			
3. If yes, please is  Developing the Job  Announcement			Central			
Developing the Job			Central			
Developing the Job Announcement			Central			
Developing the Job Announcement Advertising			Central			
Developing the Job Announcement Advertising Job Posting			Central			
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District				
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District				

5. If yes, please list Agency names and indicate what process you manage.							
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.							
Matrix: part 1 of 2							
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake			
1.							
2.							
3.							
4.							
5.							
5 16							
If you have more		nd indicate what proce ce provided, please mander nore information.		the following			
Matrix: part 2 of 2							
		Adver	tising				
1.							
2.							
3.							
4.	4.						
5.	5.						
6. If you would like us to contact you for more information, please check follow up.							
☐ Follow Up							

does your Agency process on an annual basis, by the following categories?						
Job Announceme	Job Announcements open to Agency employees only					
0	0					
Job Announceme	nts open to State employee	es only				
2						
Job Announceme	ents open to the General Pu	blic, (excluding continuous	recruitments)			
50						
Continuous Recru	uitment Job Announcements	s				
2						
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment			
<ul><li>Yes</li></ul>	no, charca wobsites and the					
O No						
0 110						
9. If yes, please li	st resource, service, and as	ssociated service fee.				
	Resource	Service	Service Fee			
1.	VDEM Web Site					
2.	Monster Dot Com		\$ 300			
3.						
4.						
5.						
10. How does you	ur Agency maintain its recru	itment files?				
✓ Maintained b	by the Agency central repos	itory				
☐ Maintained by the Agency non-central repository						

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
1 1/2 months
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
Yes
O No

16. If yes, please list.					
1.					
Applications are	e screened w/i 7 business days afte	er position closes			
2.					
3.					
4.					
5.					
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?					
	Yes	No			
Developing the Job Announcement	0	•			
Advertising	0	•			

0

•

Job Posting

Applicant Intake

 $\odot$ 

0

18.	Please list up to five application/system	(s), inclu	uding software	such as Exce	I, Access,	etc,
use	ed by your agency to support these auto	mated p	rocesses.			

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2						
	Application/System Name	Module (if applicable)	Version	Maintenance fees		
1.	Hurman					
2.						
3.						
4.						
5.						

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2				
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				

19. 1	r you would like us to contact you for more information, please check follow up.
<b>✓</b>	Follow Up

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.					
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.					
	FTE Count (include tenths)				
Band - 1					
Band - 2					
Band - 3	.3				
Band - 4	.2				
Band - 5					
Band - 6					
Band - 7					
Band - 8					
Band - 9					
Contracted Labor					
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment processe	es interface with other		
O Yes					
No					
22. If yes, please	identify the process, if doub		nd on what frequency.		
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?			
O Yes			
O No			
24. If yes, please	identify the process, if dou	ble data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
		1	
	IIS and RECRUIT, please li reported, recipient type, and	ist any reports that are gene d frequency of generation.	erated from your system to
	Data Reported	Recipient	Frequency
1.	Applicant Tracking		Monthly
2.	Wage Salary		Monthly
3.	Classified Salary		
4.			
5.			
	of specific applicant intake uld make your life easier?	and recruitment reporting to	ools that you are currently
O Yes			
No			

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
<ul><li>28. Please list up to five strengths of your current business processes for applicant intake and recruitment.</li></ul>
recruitment.
recruitment.  1.
1. Tracking of Applications 2.
1. Tracking of Applications 2. Notification to Applicants
1. Tracking of Applications 2. Notification to Applicants 3.
1. Tracking of Applications 2. Notification to Applicants 3. Staff can pull up the database to determine if an application has been received
1. Tracking of Applications 2. Notification to Applicants 3.
1. Tracking of Applications 2. Notification to Applicants 3. Staff can pull up the database to determine if an application has been received
1. Tracking of Applications 2. Notification to Applicants 3. Staff can pull up the database to determine if an application has been received 4.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Reporting
2.
Intergrated System
3.
On-Line Real Time
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Statewide system that is useful for the information required
2.
3.
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to
reengineer this business process? If so, please provide the relevant citation.

No

32. If you have any other concerns or comments about this functional area, please include them here.

It appears agencies have different systems to support their recruitment tracking needs. It would be nice to have the same system that is totally ingrated for DHRM needs.

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?
	he Job Announcement	•	
✓ Advertising			
Applicant Int	ake 		
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work
O Yes			
<ul><li>No</li></ul>			
3. If yes, please id	dentify by location what eac	h location manages.	
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please id  Developing the Job  Announcement			Central
Developing the Job			Central
Developing the Job Announcement			Central
Developing the Job Announcement Advertising			Central
Developing the Job Announcement Advertising Job Posting			Central
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.							
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.							
Matrix: part 1 of 2							
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake			
1.	Board of Accountancy	Performed	Performed	Performed			
2.	Motor Vehicle dealer Board	Performed	Performed	Performed			
3.							
4.							
5.							
If you have more question and we	st Agency names an entries than the space will contact you for m	ce provided, please r		the following			
Matrix: part 2 of 2							
	Advertising						
1.	Performed						
2.	Performed						
3.							
4.							
5.							
	e us to contact you fo	or more information,	6. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up							

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?				
Job Announceme	ents open to Agency emp	loyees only		
1				
Job Announceme	nts open to State employ	vees only		
1				
Job Announceme	ents open to the General I	Public, (excluding continuo	us recruitments)	
311				
Continuous Recru	uitment Job Announceme	ents		
7				
		utilize any other state rese	ources for its recruitment	
· ·	ole, shared websites and	ine like)		
O No				
9. If ves. please li	st resource, service, and	associated service fee.		
	Resource	Service	Service Fee	
1.	DMV Web Site	In-House system		
2.				
3.				
4.				
5.				
10. How does you	ur Agency maintain its red	cruitment files?		
	by the Agency central rep			
	by the Agency non-centra	•		
	ov another organization	1		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4
$\begin{vmatrix} 4 \cdot \end{vmatrix}$
5.
12. Do you track "cost per hire" data?
O Yes
● No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
25 to 40 dove
35 to 40 days
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
Yes
O No

16. If yes, please list.					
1.					
Most positions	posted to General Public				
2.					
8 weeks to fill v	racancies				
3.					
4.					
5.					
	<u> </u>				
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?					
	Yes	No			
Developing the Job	•	0			

 $\odot$ 

•

 $\odot$ 

Announcement

Advertising

Job Posting

Applicant Intake

0

0

0

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Application/System Name	Module (if applicable)	Version	Maintenance fees		
1.	DMV Applicant Tracking		DMV HR System			
2.	On-line Advertising		Excel			
3.						
4.						
5.						
used by your age	ncy to support these	automated processe ce provided, please r	oftware such as Exce es. mark "Follow Up" to t			
Matrix: part 2 of 2						
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?		
1.						
2.						
3.						
4.						
5.						
19. If you would li	ke us to contact you	for more information	, please check follow	v up.		
☐ Follow Up						

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)		
Band - 1				
Band - 2				
Band - 3	1.0			
Band - 4	1.0			
Band - 5	1.0			
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor				
21. Do any of you	r automated applicant intak	e and recruitment processe	es interface with other	
systems or applic				
O Yes				
No				
22. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate

23. Do any of yo systems or appli	ur manual applicant intake a cations?	and recruitment processes	share data with other
O Yes			
O No			
24. If yes, please	e identify the process, if dou	ble data entry is required, a	and on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
05 5 1 11 5	410 L DEODLUT		
''' Lycludusa D		ict only reports that are gen	aratad fram valur avatam ta
	reported, recipient type, and		erated from your system to
			erated from your system to
	Data Reported	d frequency of generation.	
include the data	Data Reported  Applicant Demographics	Recipient  HR staff and Executive	Frequency
include the data	Data Reported  Applicant Demographics  Ad-hoc reports	Recipient  HR staff and Executive management  HR staff and Executive	Frequency As requested
include the data	Data Reported  Applicant Demographics  Ad-hoc reports	Recipient  HR staff and Executive management  HR staff and Executive	Frequency As requested
include the data	Data Reported  Applicant Demographics  Ad-hoc reports	Recipient  HR staff and Executive management  HR staff and Executive	Frequency As requested
include the data	Data Reported  Applicant Demographics  Ad-hoc reports	Recipient  HR staff and Executive management  HR staff and Executive	Frequency As requested
include the data  1. 2. 3. 4. 5. 26. Do you know	Data Reported  Applicant Demographics  Ad-hoc reports  of specific applicant intake	Recipient  HR staff and Executive management  HR staff and Executive management	Frequency  As requested  As requested
include the data  1. 2. 3. 4. 5. 26. Do you know not using that we	Data Reported  Applicant Demographics  Ad-hoc reports	Recipient  HR staff and Executive management  HR staff and Executive management	Frequency  As requested  As requested
include the data  1.  2.  3.  4.  5.  26. Do you know	Data Reported  Applicant Demographics  Ad-hoc reports  of specific applicant intake	Recipient  HR staff and Executive management  HR staff and Executive management	Frequency  As requested  As requested

27. If yes, please list the tools.
1.
2.
3.
4.
5.
5.
28. Please list up to five strengths of your current business processes for applicant intake and
recruitment.
recruitment.
recruitment.  1.
1. On-line application process
1. On-line application process 2.
1. On-line application process 2. Maximum Employment Level Tracking
1. On-line application process 2.
1. On-line application process 2. Maximum Employment Level Tracking 3.
1. On-line application process 2. Maximum Employment Level Tracking
1. On-line application process 2. Maximum Employment Level Tracking 3
1. On-line application process 2. Maximum Employment Level Tracking 3.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
On-line application, eliminate print
2.
On-line screening of applicant pools
3.
On-line applications referred directly to HR staff
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
applicant intake and recruitment process.
applicant intake and recruitment process.  1.
applicant intake and recruitment process.  1. same as response to Number 22
applicant intake and recruitment process.  1. same as response to Number 22
applicant intake and recruitment process.  1. same as response to Number 22 2.
applicant intake and recruitment process.  1. same as response to Number 22 2.
1. same as response to Number 22 2
1. same as response to Number 22 2
applicant intake and recruitment process.  1. same as response to Number 22 2

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Title 7
Requirement for Original signature (need electronic signature capability)

32. If you have any other concerns or comments about this functional area, please include them here.

Respondent 28 Submit date: May 20, 2005 E-mail address: margaret.schultze@dss.virginia.gov

Developing the Job Announcement

~

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Agency manage the following internal Applicant Intake and Recruiting processes?

Advertising					
✓ Job Posting					
✓ Applicant Inta	ake				
2. Does your Agel locations?	ncy manage the Applicant I	ntake and Recruiting proce	ss at multiple work		
<ul><li>Yes</li></ul>					
O No					
3. If yes, please ic	lentify by location what eacl	n location manages.			
	Local	Regional/District	Central		
Developing the Job Announcement	✓	✓	✓		
Advertising	✓	✓	✓		
Job Posting	✓	<b>✓</b>	✓		
Applicant Intake		<b>✓</b>	✓		
4. Does your Age	ncy manage applicant intak	e and recruiting for any oth	er state Agencies?		
Yes					
O No					

5. if yes, piease	list Agency names	and indicate what p	process you manage.	

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.	Office of Comprehensive Services	Performed	Performed	Performed
2.				
3.				
4.				
5.				

## 5. If yes, please list Agency names and indicate what process you manage.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2		
	Advertising	
1.	Performed	
2.		
3.		
4.		
5.		

6. If	you would like us to contact you for more information, please check follow up.
<b>✓</b>	Follow Up

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?
Job Announcements open to Agency employees only
50
Job Announcements open to State employees only
11
Job Announcements open to the General Public, (excluding continuous recruitments)
1,083
Continuous Recruitment Job Announcements
0

	xcluding RECRUIT, does your Agency utilize any other state resources for its recruitment rt? (for example, shared websites and the like)
•	Yes
0	No

9. If yes, please list resource, service, and associated service fee.			
	Resource	Service	Service Fee
1.	Virginia Commonwealth University	Posting	\$ 0
2.	Virginia Employment Commission	Posting	\$ 0
3.			\$ 0
4.			
5.			

10. How does your Agency maintain its recruitment files?
✓ Maintained by the Agency central repository
☐ Maintained by the Agency non-central repository
☐ Maintained by another organization
11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
● No
40 If you place any ide data and be with a coat is calculated
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
7 weeks (2 wks posting, 1 wk screening, panel interviews, reference & background checks, selection approvals.

	example, "all positions must be posted fo		
O Yes			
No			
16. If yes, please	list.		
1.			
2.			
3.			
4.			
5.	5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	t intake and recruitment processes	
	Yes	No	
Developing the Job Announcement	•	0	
Advertising	0	•	
Job Posting	•	0	
Applicant Intake	0	•	

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: p	oart 1	of 2
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	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel		2003, sp2	
2.	Access		2000	
3.	Oracle		9i/11i	
4.	Unysis		5.0.000.075	
5.				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				Agencywide decision
2.				" "
3.				" "
4.				" "
5.				

19. If	you would like us to contact you for more information, please check follow up.
F	Follow Up

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.				
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)			
Band - 1				
Band - 2				
Band - 3	2.0			
Band - 4				
Band - 5	3.0			
Band - 6				
Band - 7				
Band - 8				
Band - 9				
Contracted Labor	3.0			
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?			
O Yes				
No				

22. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.	HR Applicant Tracking System			
2.				
3.				
4.				
5.				

	Do any of your manual applicant intake and recruitment processes share data with other tems or applications?
0	Yes
0	No

24. If yes, please identify the process, if double data entry is required, and on what frequency.				
	Process	Requires Double Entry	Frequency	
1.				
2.				
3.				
4.				
5.				

25. Excluding PMI	S and RECRUIT, please lis	st any reports that are gene	rated from your system to
include the data re	eported, recipient type, and	frequency of generation.	

	Data Reported	Recipient	Frequency
1.	Applicant List	HR Analyst	As requested
2.			
3.			
4.			
5.			

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently

HOL	using that would make your life easier?
•	Yes
0	No
27.	If yes, please list the tools.
1.	
HR	Tracking System
2.	
3.	
4.	
5.	

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Knowledgeable, experienced staff
2.
Systematic processes
3.
4.
5.
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Automation of screening process
2.
emailing applicants and generating acknowledgement of receipt
emailing applicants and generating acknowledgement of receipt 3.
3.
3.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Automated applicant tracking
2.
Automated notifications and prompts
3.
4.
5.

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

Must ensure compliance with: Federal Merit System requirements State/federal EEO laws Equal Pay Act

32. If you have any other concerns or comments about this functional area, please include them here.

This function, above all others in HR, lends itself to enhanced automation, which we are expploring. The agency has been awaiting the procurement of a Statewide applicant tracking system to ensure uniformity statewide.

Respondent 29 Submit date: May 23, 2005 E-mail address: ahyde@vdfp.state.va.us

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ncy manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	Developing the Job Announcement				
☐ Advertising					
☐ Job Posting					
☐ Applicant Int	ake				
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
	3. If yes, please identify by location what each location manages.				
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please id  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.						
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake		
1.						
2.						
3.						
4.						
5.						
5 16 L L						
If you have more		nd indicate what proce ace provided, please m nore information.		the following		
Matrix: part 2 of 2						
	Advertising					
1.						
2.						
3.	3.					
4.	4.					
5.	5.					
6. If you would like us to contact you for more information, please check follow up.						
☐ Follow Up	□ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	nts open to Agency employ	ees only			
0					
Job Announceme	nts open to State employee	s only			
0					
Job Announceme	nts open to the General Pul	blic, (excluding continuou	s recruitments)		
11					
Continuous Recru	uitment Job Announcements	6			
0					
	RUIT, does your Agency ut ble, shared websites and the		urces for its recruitment		
O Yes		·			
<ul><li>No</li></ul>					
9. If yes, please li	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.	4.				
5.					
10. How does your Agency maintain its recruitment files?					
☐ Maintained by the Agency central repository					
☐ Maintained b	☐ Maintained by the Agency non-central repository				
✓ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
DHRM, 101 N. 14th St., Richmond, VA 23219
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No     No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
60 days
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please list.		
1.		
2.		
3.		
4.		
5.		
17. Excluding RE0 automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

0

Applicant Intake

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If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.				
2.				
3.				
4.				
5.				
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
		iore imormation.		
Matrix: part 2 of 2		ore information.		
Matrix: part 2 of 2	Employee Training costs	Contractor Support	Staffing costs	Why was the system selected?
Matrix: part 2 of 2	Employee Training	Contractor Support	Staffing costs	•
	Employee Training	Contractor Support	Staffing costs	
1.	Employee Training	Contractor Support	Staffing costs	
1. 2.	Employee Training	Contractor Support	Staffing costs	
1. 2. 3.	Employee Training	Contractor Support	Staffing costs	
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support costs		selected?
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support		selected?
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support costs		selected?

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

are currently used in this process, please also provide their total FTE.					
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.					
		FTE Count (include tenths)			
Band - 1					
Band - 2					
Band - 3	.1				
Band - 4					
Band - 5	.2				
Band - 6					
Band - 7					
Band - 8					
Band - 9	9				
Contracted Labor					
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment processe	es interface with other		
O Yes					
No					
22. If yes, please identify the process, if double data entry is required, and on what frequency.					
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?					
O Yes					
O No					
24. If yes, please identify the process, if double data entry is required, and on what frequency.					
	Process	Requires Double Entry	Frequency		
1.					
2.					
3.					
4.					
5.					
			I		
25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.					
			Frequency		
	reported, recipient type, and	I frequency of generation.			
include the data	reported, recipient type, and	I frequency of generation.			
include the data i	reported, recipient type, and	I frequency of generation.			
include the data of the data o	reported, recipient type, and	I frequency of generation.			
1. 2. 3.	reported, recipient type, and	I frequency of generation.			
1. 2. 3. 4. 5.	Data Reported	Recipient	Frequency		
1. 2. 3. 4. 5.	Data Reported	I frequency of generation.	Frequency		
1. 2. 3. 4. 5.	Data Reported  Of specific applicant intake	Recipient	Frequency		

27. If yes, please list the tools.
1.
Total on-line system for recruitment
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
recruitment.
recruitment.  1.
1.  Recruit - statewide job posting system for classified and wage positions
1.  Recruit - statewide job posting system for classified and wage positions
1. Recruit - statewide job posting system for classified and wage positions 2.
1. Recruit - statewide job posting system for classified and wage positions 2.
1. Recruit - statewide job posting system for classified and wage positions 2. 3.
1. Recruit - statewide job posting system for classified and wage positions 2. 3.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Applicant tracking on-line
2.
Screening module
3.
1 system for all processes
4.
on-line application
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
One system for all recruitment processes
2.
Screening matrix
3.
On-line application
4.
Paperless system
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

here.		
		_

32. If you have any other concerns or comments about this functional area, please include them

Respondent 30 Submit date: May 24, 2005 E-mail address: pullenws@djj.state.va.us

Developing the Job Announcement

**~** 

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Agency manage the following internal Applicant Intake and Recruiting processes?

✓ Advertising					
✓ Job Posting	✓ Job Posting				
✓ Applicant Intake					
2. Does your Agency manage the Applicant Intake and Recruiting process at multiple work locations?					
Yes					
O No					
3. If yes, please ic	lentify by location what eac	h location manages.			
	Local	Regional/District	Central		
Developing the Job Announcement	✓	✓	~		
Advertising	✓	✓	✓		
Job Posting		✓	✓		
Applicant Intake	✓	✓	✓		
4. Does your Age	ncy manage applicant intak	e and recruiting for any oth	er state Agencies?		
O Yes					
No					

5. If yes, please list Agency names and indicate what process you manage.					
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
5 16					
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.					
Matrix: part 2 of 2					
	Advertising				
1.	1.				
2.					
3.					
4.					
5.					
	e us to contact you f	or more information,	please check follow	up.	
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?			
	nts open to Agency employ	•	
	nts open to State employee		
Job Announceme	nts open to the General Pul	blic, (excluding continuous	recruitments)
Continuous Recru	uitment Job Announcements	 S	
	RUIT, does your Agency ut ble, shared websites and the		rces for its recruitment
Yes			
O No			
9. If yes, please li	st resource, service, and as	sociated service fee.	
	Resource	Service	Service Fee
1.	DJJ website		
2.			
3.			
4.			
5.			
10. How does you	ur Agency maintain its recru	itment files?	
✓ Maintained b	by the Agency central repos	itory	
✓ Maintained b	by the Agency non-central re	epository	
☐ Maintained b	y another organization		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
two months
15. Doos your Agency have fixed time rules built into the recruitment process other then etate
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
● No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding REGautomated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	•	0

 $\odot$ 

Applicant Intake

0

	entries than the space will contact you for m	ce provided, please more information.	nark "Follow Up" to	the following
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access			
2.	Excel			
3.				
4.				
5.				
used by your age  If you have more	ncy to support these	estem(s), including so automated processe se provided, please mare nore information.	S.	
Matrix: part 2 of 2				
Matrix: part 2 of 2	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
Matrix: part 2 of 2			Staffing costs	· ·
			Staffing costs	· ·
1.			Staffing costs	· ·
1. 2.			Staffing costs	· ·
1. 2. 3.			Staffing costs	· ·
1. 2. 3. 4. 5.	costs	costs		selected?
1. 2. 3. 4. 5.	costs			selected?
1. 2. 3. 4. 5.	costs	costs		selected?

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.					
	If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.				
		FTE Count (include tenths)			
Band - 1					
Band - 2					
Band - 3					
Band - 4					
Band - 5					
Band - 6					
Band - 7					
Band - 8					
Band - 9					
Contracted Labor					
21. Do any of you systems or application		ce and recruitment processo	es interface with other		
Yes					
O No					
22. If yes, please	identify the process, if doul	ble data entry is required, a	nd on what frequency.		
	Process	Requires Double Entry	Frequency		
1.	HR Reporting System	No			
2.					
3.					
4.					
5.					

	Deguines Davids Enter	Гистина и
Process	Requires Double Entry	Frequency
HR Reporting System	No	
Data Reported	Recipient	Frequency
	Recipient  See and recruitment reporting too	
		IS and RECRUIT, please list any reports that are genereported, recipient type, and frequency of generation.

23. Do any of your manual applicant intake and recruitment processes share data with other systems or applications?

Yes

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27. If yes, please list the tools.
1.
On-line Applicant Tracking System
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
<ul><li>28. Please list up to five strengths of your current business processes for applicant intake and recruitment.</li></ul>
recruitment.
recruitment.  1.
1. E-mail applicant intake
1. E-mail applicant intake
1. E-mail applicant intake 2.
1. E-mail applicant intake 2.
1. E-mail applicant intake 2. 3.
1. E-mail applicant intake 2. 3.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Appicant tracking
2.
Positon Control
3.
Electronic forms
4.
Requisition management
5.
On-line screening
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
On-line applicant tracking system
2.
3.

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

4.

5.

32. If you have any other concerns or comments about this functional area, please include them here.

Concern for reporting EEO and applicant data.

Respondent 31 Submit date: May 24, 2005 E-mail address: janice.rankin@vsdbs.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?	
	he Job Announcement	<b>,</b>	<b>3</b>	
	ne oob / unloandernent			
✓ Advertising				
✓ Job Posting				
Applicant Intake				
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work	
O Yes				
<ul><li>No</li></ul>				
3. If yes, please id	dentify by location what eac	h location manages.		
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central	
3. If yes, please id  Developing the Job  Announcement			Central	
Developing the Job			Central	
Developing the Job Announcement			Central	
Developing the Job Announcement Advertising			Central	
Developing the Job Announcement Advertising Job Posting			Central	
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake		Regional/District		
Developing the Job Announcement  Advertising  Job Posting  Applicant Intake	Local	Regional/District		

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 K				
5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
		Adver	tising	
1.				
2.				
3.				
4.				
5.				
	e us to contact you f	or more information, <sub>l</sub>	please check follow	up.
☐ Follow Up				

_	•	age combined), including tho asis, by the following categor	•		
Job Announceme	ents open to Agency emplo	oyees only			
5					
Job Announcements open to State employees only					
5					
Job Announcements open to the General Public, (excluding continuous recruitments)					
75					
Continuous Recru	uitment Job Announcemer	nts			
15					
	RUIT, does your Agency ble, shared websites and t	utilize any other state resou he like)	rces for its recruitment		
Yes					
O No					
9. If yes, please li	st resource, service, and	associated service fee.			
	Resource	Service	Service Fee		
1.	Department of Education	JOVE website	\$0		
2.	Virginia Employment Commission	Website	\$ 0		
3.					
4.					
5.					
		l	1		
10. How does you	ur Agency maintain its rec	ruitment files?			
☐ Maintained b	by the Agency central repo	ository			
✓ Maintained b	by the Agency non-central	repository			

11. If maintained by another organization, please list the organization and the location.
1.
2
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
60 days
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
Yes
O No

16. If yes, please	list.	
1.		
All positions mu	ust be posted for seven days	
2.		
3.		
4.		
5.		
17. Excluding REcautomated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•

0

0

Job Posting

Applicant Intake

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18. Please list up to five application/system(s), including software such as Excel, Acce	ss, etc,
used by your agency to support these automated processes.	

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Access	Employee Database	Office 2000	\$ 0
2.				
3.				
4				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

5.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2 **Employee Training Contractor Support** Staffing costs Why was the system selected? costs costs \$0 \$0 \$0 Ease of use and 1. maintenance and low cost 2. 3. 4. 5.

19.	If you would like us to contact you for more information, please check follow up.
	Follow Up

are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3	.4		
Band - 4			
Band - 5	.3		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?		
O Yes			
<ul><li>No</li></ul>			

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

2.			
3.			
4.			
5.			
23. Do any of you systems or applic	r manual applicant intake a ations?	nd recruitment processes s	hare data with other
O Yes			
O No			
24. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			

22. If yes, please identify the process, if double data entry is required, and on what frequency.

Process

1.

5.

**Requires Double Entry** 

Frequency

25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.				
	Data Reported	Recipient	Frequency	
1.	Employee Information	Director of Human Resources	Upon change-at least monthly	
2.				
3.				
4.				
5.				
26. Do you know	of appoific applicant intoko	and recruitment reporting to	pole that you are ourrently	
not using that wo	uld make your life easier?	and recruitment reporting to	ools that you are currently	
O Yes				
<ul><li>No</li></ul>				
27. If yes, please	list the tools.			
1.				
2.				
3.				
4.				
_				
5.				

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
Fair
2.
Accurate
3.
Well-defined
4.
Most positions are open to all
5.
Seeks best qualified applicant
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Automation
2.
Speed
3.
Communication with applicants
4.
Feedback to managers
5.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Fairness-Equal Opportunity
2.
Well-defined and accurate
3.
Ability to select best qualified applicant
4.
Ability to reach broad applicant pool
5.
Communication with applicants and managers
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Equal Opportunity Employment Act American's with Disabilities Act
32. If you have any other concerns or comments about this functional area, please include them

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Agency manage the following internal Applicant Intake and Recruiting processes?

✓ Developing t	Developing the Job Announcement				
✓ Advertising	Advertising				
✓ Job Posting					
✓ Applicant Int	ake				
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ss at multiple work		
Yes					
O No					
3. If yes, please identify by location what each location manages.					
	Local	Regional/District	Central		
Developing the Job Announcement	Local	Regional/District	Central ✓		
· •		-			
Announcement	✓	✓	✓		
Announcement  Advertising	✓	✓	<b>∀</b>		
Announcement  Advertising  Job Posting  Applicant Intake			Y  Y		
Announcement  Advertising  Job Posting  Applicant Intake  4. Does your Age			Y  Y		
Announcement  Advertising  Job Posting  Applicant Intake			Y  Y		

5. If yes, please list Agency names and indicate what process you manage.					
	If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2					
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake	
1.					
2.					
3.					
4.					
5.					
E If you place !!	-4 A				
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2					
	Advertising				
1.					
2.					
3.					
4.					
5.	5.				
6. If you would like us to contact you for more information, please check follow up.					
☐ Follow Up					

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	Job Announcements open to Agency employees only				
14					
Job Announceme	nts open to State employee	es only			
22	22				
Job Announceme	nts open to the General Pul	blic, (excluding continuous	recruitments)		
762					
Continuous Recru	uitment Job Announcements	3			
47					
	RUIT, does your Agency ut le, shared websites and the		es for its recruitment		
O Yes					
No					
9. If yes, please lis	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.					
5.					
10. How does your Agency maintain its recruitment files?					
✓ Maintained by the Agency central repository					
✓ Maintained by the Agency non-central repository					
☐ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
J
4.
5.
12. Do you track "cost per hire" data?
O Yes
No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
52 days - does not include exceptional recruitments in excess of 120 days
45 Daniel Annual Lance Constitution and a built in the second constitution of the second constitution
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O Yes
No

16. If yes, please list.				
1.				
2.				
3.				
4.				
5.				
	o.			
17 Evoluding RE	17 Evaluding DECDLIIT are any of the following applicant intoke and requisitment processes			
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?				
	Yes	No		
Developing the Job	•	0		
Announcement				
Advertising	0	•		

•

 $\odot$ 

Job Posting

Applicant Intake

0

0

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Excel - Automated Recruitment Forms		XP	
2.				
3.				
4.				
5.				
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 2 of 2				
	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.				
2.				
3.				
4.				
5.				
19. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up				

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
		FTE Count (include tenths)	
Band - 1			
Band - 2	.2		
Band - 3			
Band - 4			
Band - 5	.5		
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or application	r automated applicant intak ations?	e and recruitment processe	es interface with other
No			
22. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate

	Do any of you tems or applic		and recruitment processes sl	hare data with other
0	Yes			
0	No			
24.	If yes, please	identify the process, if do	uble data entry is required, ar	nd on what frequency.
		Process	Requires Double Entry	Frequency
	1.			
	2.			
	3.			
	4.			
	5.			
			list any reports that are gene nd frequency of generation.	rated from your system to
				rated from your system to Frequency
		eported, recipient type, ar	nd frequency of generation.	
	ude the data r	eported, recipient type, ar	nd frequency of generation.	
	ude the data r	eported, recipient type, ar	nd frequency of generation.	
	ude the data r	eported, recipient type, ar	nd frequency of generation.	
	1. 2. 3.	eported, recipient type, ar	nd frequency of generation.	
incl	1. 2. 3. 4. 5.	Data Reported	Recipient	Frequency
incl	1. 2. 3. 4. 5.	Data Reported	Recipient  Recipient  e and recruitment reporting to	Frequency
incl	1. 2. 3. 4. 5.	Data Reported  Data Reported  of specific applicant intake	Recipient  Recipient  e and recruitment reporting to	Frequency

27. If yes, please list the tools.
1.
2.
3.
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and
recruitment.
1.
There is a consistent, compliant VDH system for this process managed by Office of Human Resources (OHR).
2.
HR Recruitment & Selection guidance and best practice information have been developed and placed on OHR Web site for use by all VDH employees.
3.
Automated Recruitment & Selection forms are in use - system provides consistency & compliance; provides EEO data.
4.
Quality Assurance review of Recruitment & Selection is conducted on an ongoing basis by OHR.
5.
A Recruitment & Selection resources list has been developed by OHR and is available for VDH employees electronically.

29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
Development of VDH web based forms is currently underway.
2.
RECRUIT data is not currently stored & made available for agencies by DHRM.
3.
Automated state application form (non-PDF) is needed.
4.
Automated state application process to include electronic submission of applications is needed.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
Historical RECRUIT data is needed for agencies to use as resource.
2.
Automated state application form is needed
3.
An automated state application process is needed to include electronic submission of applications.
4.
5.

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

## None

32. If you have any other concerns or comments about this functional area, please include them here.

The Office of Human Resources (OHR) is responsible for the compliant and effective operation of HR for the agency. The Office of Human Resources (OHR) conducts a centralized HR operation, working collaboratively with supervisors, business specialists and generalists statewide to assure compliance and quality for decentralized components. OHR develops policy and institutes procedures to assure compliance with a variety of mandates, institutes and promotes the use of best practices in support of the agency's mission and develops resources and tools for supervisors and managers statewide. OHR functions with teams of HR generalists providing VDH customers with guidance/consultation in applicant intake and recruiting. For purposes of this survey, the FTE assignments were based on staff involvement in the processes described in the definitions. Therefore no staff time has been allotted for the customer consultation/guidance function.

Respondent 33 Submit date: May 26, 2005 E-mail address: dennis.miller@vdh.virginia.gov

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does your Age	ency manage the following in	nternal Applicant Intake and	d Recruiting processes?		
✓ Developing f	the Job Announcement				
✓ Advertising					
✓ Job Posting					
Applicant Int	ake				
2. Does your Age locations?	ency manage the Applicant l	ntake and Recruiting proce	ess at multiple work		
O Yes					
No					
		3. If yes, please identify by location what each location manages.			
3. If yes, please in	dentify by location what eac	h location manages.			
3. If yes, please in	dentify by location what eac	h location manages.  Regional/District	Central		
3. If yes, please is  Developing the Job  Announcement			Central		
Developing the Job			Central		
Developing the Job Announcement			Central		
Developing the Job Announcement Advertising			Central		
Developing the Job Announcement Advertising Job Posting			Central		
Developing the Job Announcement Advertising Job Posting Applicant Intake		Regional/District			
Developing the Job Announcement Advertising Job Posting Applicant Intake	Local	Regional/District			

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 K				
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.			
Matrix: part 2 of 2				
	Advertising			
1.				
2.				
3.				
4.				
5.				
6. If you would like us to contact you for more information, please check follow up.				
☐ Follow Up				

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?					
Job Announceme	Job Announcements open to Agency employees only				
0	0				
Job Announceme	nts open to State employee	es only			
0					
Job Announceme	ents open to the General Pul	blic, (excluding continuous	recruitments)		
25					
Continuous Recru	uitment Job Announcements	5			
0					
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment		
O Yes		,			
<ul><li>No</li></ul>					
9. If yes, please li	st resource, service, and as	sociated service fee.			
	Resource	Service	Service Fee		
1.					
2.					
3.					
4.	4.				
5.					
10. How does you	10. How does your Agency maintain its recruitment files?				
✓ Maintained b	✓ Maintained by the Agency central repository				
☐ Maintained b	☐ Maintained by the Agency non-central repository				
☐ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
T.
5.
12. Do you track "cost per hire" data?
O Yes
● No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
60 days
60 days
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
O Yes
● No

16. If yes, please list.			
1.			
2.			
3.			
4.			
5.			
17. Excluding RECRUIT, are any of the following applicant intake and recruitment processes automated?			
	Yes	No	
Developing the Job Announcement	•	0	
Advertising	0	•	
Job Posting	0	•	

•

Applicant Intake

0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	Recruitment & Selection(RIS) - Excel Format		2003	
2.				
3.				
4.				
5.				
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
used by your ager	ncy to support these entries than the space	automated processe ce provided, please r	<b>9</b> S.	
If you have more question and we v	ncy to support these entries than the space	automated processe ce provided, please r	<b>9</b> S.	
If you have more question and we v	ncy to support these entries than the space will contact you for m	automated processes ce provided, please reported information.  Contractor Support	es. nark "Follow Up" to	the following  Why was the system
If you have more of question and we we Matrix: part 2 of 2	ncy to support these entries than the space will contact you for m	automated processes ce provided, please reported information.  Contractor Support	es. nark "Follow Up" to	Why was the system selected?  Developed by VDH
If you have more of question and we were Matrix: part 2 of 2	ncy to support these entries than the space will contact you for m	automated processes ce provided, please reported information.  Contractor Support	es. nark "Follow Up" to	Why was the system selected?  Developed by VDH
If you have more of question and we were Matrix: part 2 of 2  1.	ncy to support these entries than the space will contact you for m	automated processes ce provided, please reported information.  Contractor Support	es. nark "Follow Up" to	Why was the system selected?  Developed by VDH
If you have more of question and we was Matrix: part 2 of 2  1. 2. 3.	ncy to support these entries than the space will contact you for m	automated processes ce provided, please reported information.  Contractor Support	es. nark "Follow Up" to	Why was the system selected?  Developed by VDH
If you have more question and we was to a serious of 2  Matrix: part 2 of 2  1.  2.  3.  4.  5.	ncy to support these entries than the space will contact you for m	automated processes ce provided, please report information.  Contractor Support costs	es. nark "Follow Up" to	Why was the system selected?  Developed by VDH Central OHR

are currently used in this process, please also provide their total FTE.			
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.			
	FTE Count (include tenths)		
Band - 1			
Band - 2			
Band - 3			
Band - 4	.2		
Band - 5			
Band - 6			
Band - 7			
Band - 8			
Band - 9			
Contracted Labor			
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?		
O Yes			
No			

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

2.			
3.			
4.			
5.			
23. Do any of you systems or applic	ır manual applicant intake a ations?	nd recruitment processes s	hare data with other
O Yes			
O No			
24. If yes, please	identify the process, if doub	ole data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			

22. If yes, please identify the process, if double data entry is required, and on what frequency.

**Process** 

1.

5.

**Requires Double Entry** 

Frequency

## 25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	RIS Internal Reports for EEO	Individual recruit files	For every position recruited
2.	RIS List of Applicants	Individual recruit files	For every position recruited
3.	RIS Screening Document	Individual recruit files	For every position recruited
4.	RIS Interview Scheduler	Individual recruit files	For every position recruited
5.	RIS Letters and labels	Individual recruit files	For every position recruited

26. Do you know of specific applicant intake and recruitment reporting tools that you are currently not using that would make your life easier?		
O Yes		
<ul><li>No</li></ul>		
27. If yes, please list the tools.		
1.		
2.		
3.		
4.		
5.		

28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
1.
RIS system generates applicant letters and address labels
2.
RIS system maintains list of applicants
3.
RIS asists with screening
4.
RIS produces EEO data and advertising data
5.
29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.
1.
2.
3.
3.
3.

30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
2.
3.
4.
5.
31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.
Do not know of any

32. If you have any other concerns or comments about this functional area, please include them here.

The survey is completed based on chaning the word Agency to Distic in all questions. District needs to be totally involved in the intake and recruitment process. Recruitment process needs to remain decentralized to the District as in the current process.

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1 Does your Age	ncy manage the following i	nternal Applicant Intake and	d Recruiting processes?
		nomai / ppiloant make and	a recording processes.
	he Job Announcement		
✓ Advertising			
✓ Job Posting			
✓ Applicant Int	ake		
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work
Yes			
O No			
3. If yes, please id	dentify by location what eac	h location manages.	
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please is  Developing the Job  Announcement			Central ✓
Developing the Job			
Developing the Job Announcement	Local	Regional/District	✓
Developing the Job Announcement Advertising	Local	Regional/District	<b>&gt;</b>
Developing the Job Announcement Advertising Job Posting	Local	Regional/District	<b>Y Y</b>
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.				
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.				
Matrix: part 1 of 2				
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake
1.				
2.				
3.				
4.				
5.				
5 16 L L				
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.			
Matrix: part 2 of 2				
	Advertising			
1.				
2.				
3.				
4.				
5.				
	e us to contact you	for more information, p	olease check follow	up.
☐ Follow Up				

_	ruitments (salaried and wag y process on an annual bas	,	
Job Announceme	ents open to Agency employ	ees only	
40			
Job Announceme	ents open to State employee	es only	
1			
Job Announceme	ents open to the General Pu	blic, (excluding continuous	recruitments)
138			
Continuous Recru	uitment Job Announcements	5	
5			
	RUIT, does your Agency ut ble, shared websites and the		ces for its recruitment
O Yes	ore, shared websites and the	5 inco	
<ul><li>No</li></ul>			
0 110			
9. If yes, please li	st resource, service, and as	ssociated service fee.	
	Resource	Service	Service Fee
1.			
2.			
3.			
4.			
5.			
	<u> </u>	<u> </u>	
10. How does you	ur Agency maintain its recru	itment files?	
✓ Maintained b	by the Agency central repos	itory	
☐ Maintained b	by the Agency non-central re	epository	
☐ Maintained b	ov another organization		

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
5.
12. Do you track "cost per hire" data?
O Yes
● No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding "hard-to-fill" positions or "continuous" recruitments)?
Sworn - 8 to 9 months / Civilian 6 to 8 weeks
15. Does your Agency have fixed time rules built into the recruitment process other than statewide policy? (for example, "all positions must be posted for 10 days.")
O No

16. If yes, please list.
1.
Agency Only - posted for 5 workdays
2.
State Employees Only - posted for 2 weeks
3.
General Public - posted for 2 weeks
4.
5.

17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	•	0
Applicant Intake	•	0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 1 of 2

	Application/System Name	Module (if applicable)	Version	Maintenance fees
1.	HR/Mapper		8R2.E4 (Level)	\$ 6,666
2.	Applicant Tracking System		Access 2000	\$ 0
3.	Recruitment Database		Access 2000	\$ 0
4.	HR Information System		Access 2000	\$ 0
5.	Contact List		Excell 2000	\$ 0

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.

Matrix: part 2 of 2

	Employee Training costs	Contractor Support costs	Staffing costs	Why was the system selected?
1.	\$ 0	\$ 0	\$ 65,604	Old Legacy System - to log and track applicant information
2.	\$ 0	\$ 0	\$0	Created in house to simplify tracking and merging information
3.	\$ 0	\$ 0	\$ 2,498	Created in house to track and manage contact infomration and statistics from Recruiters.
4.	\$ 0	\$ 0	\$ 6,299	Created in house to track a myriad of information
5.	\$ 0	\$ 0	\$ 99,977	Created to track contact and upload to database.

19. If you would like us to contact you for more information, please check follow up.	
☐ Follow Up	

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.		
	FTE Count (include tenths)	
Band - 1	.0	
Band - 2	1.6	
Band - 3	3.0	
Band - 4	1.8	
Band - 5	7.0	
Band - 6	2.0	
Band - 7		
Band - 8		
Band - 9		
Contracted Labor		
21. Do any of you systems or applic	r automated applicant intake and recruitment processes interface with other ations?	

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources

are currently used in this process, please also provide their total FTE.

Yes

No

0

	Process	Requires Double Entry	Frequency
1.	Contact List to Recruitment Database	No	1
2.	Mapper to Applicant Flow Data at DHRM	Yes	1
3.	DHRM PMIS to in house HRIS System	No	1
4.			
5.			

No			
24. If yes, please	identify the process, if doub	ole data entry is required, ar	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
•	·	·	·

O Yes

# 25. Excluding PMIS and RECRUIT, please list any reports that are generated from your system to include the data reported, recipient type, and frequency of generation.

	Data Reported	Recipient	Frequency
1.	List of Applicants to Screen Applications	Recruiter/Hiring Manager	Daily
2.	Reciept of Application Notification Cards	Applicants	Daily
3.	EEO Agency Recruitment Statistics	Recruitment Packet	Daily
4.	Internal Alignment by Position and NOVA	Recruitment Office	Daily
5.	Contact List and Statistics	Recruitment Office	Daily

	using that would make your life easier?
•	Yes
0	No
27.	If yes, please list the tools.

1.
Laptops with CD/DVD's for Recruiters
2.
Advertising using Billboards
3.
4.
5.

### 28. Please list up to five strengths of your current business processes for applicant intake and recruitment.

1.

Provides equal employment opportunity to all applicants.

2.

In compliance with state and federal laws, regulations, and guidelines.

3.

The selection process is administered, scored, evaluated, and interpreted in a uniform manner.

4.

Our Recruitment Unit which actively attends job fairs, career fairs, military bases, churches, colleges, and professional businesses provide a diverse applicant pool.

5.

Builds community relations throughout the Commonwealth.

### 29. Please list up to five opportunities for improvement in your current business processes for applicant intake and recruitment.

1.

Improve the length of time it takes to complete background investigations.

2.

More manpower and positions to help expedite the entire recruitment process.

3.

An overall intergrated HR Information System which tracks active, inactive, wage, contract, and applicant information and eliminate the Mapper and Applicant Flow Data System.

4.

Develope incentive program for sworn and civilian employees to help recruit qualified applicants with emphasis on diversity.

5.

Develop a process to have applicants contact recruiters prior to submitting an application.

30. Please identify up to five attributes, features,	or characteristics you wish for in an ideal
applicant intake and recruitment process.	

1

Develope a state wide HR Information System which tracks active, inactive, wage, contract, and applicant information.

2.

Report writing, queries, Applicant Screening and Update Sheet

3.

Track all EEO and DHRM statistical data to eliminate each agency from submitting data.

4.

Provide cost to contact and hire applicants analyst and statistics - automated.

5.

Provide a better mechanism to follow up with contacts through automated emails, letters, or phone messages.

31. Are there any specific state or federal laws or regulations that would restrict our ability to reengineer this business process? If so, please provide the relevant citation.

32. If you have any other concerns or comments about this functional area, please include them here.

The recruitment process is a very meticulous process which encompasses several individual processes. For example, to bring a class of 90 applicants in we would need to invite 1000 applicants to a written examination which is scheduled 3 to 4 times during the recruitment period. Those that pass the examination would then be scheduled for a polygraph. Those passing the polygraph and continue to have a thorough background investigation conducted. Those passing background would then be scheduled to take a Work Performance Test (abilities test), physical and psycological examiniation, and drug test. Depending on the number of vacancies and anticipated vacancies, an offer would be given to the number of available positions.

We have created internal access database systems to assist, automate, and eliminate duplicate processes and provide greater functionality.

It is hard to articulate the myriad of functions involved in our recruitment process so please contact our agency for additional information and questions.

Applicant Intake and Recruiting includes receiving, processing, rating, and ranking applicants for state jobs and involves the preparation of lists of eligible candidates for consideration by management.

1. Does vour Age	ncy manage the following ir	nternal Applicant Intake and	d Recruiting processes?
	he Job Announcement	<b>,</b>	<b>3</b>
	ne oob / unloandernent		
✓ Advertising			
✓ Job Posting			
Applicant Int	ake		
2. Does your Age locations?	ncy manage the Applicant I	ntake and Recruiting proce	ess at multiple work
O Yes			
<ul><li>No</li></ul>			
3. If yes, please id	dentify by location what eac	h location manages.	
3. If yes, please id	dentify by location what eac	h location manages.  Regional/District	Central
3. If yes, please id  Developing the Job  Announcement			Central
Developing the Job			Central
Developing the Job Announcement			Central
Developing the Job Announcement Advertising			Central
Developing the Job Announcement Advertising Job Posting			Central
Developing the Job Announcement  Advertising Job Posting  Applicant Intake		Regional/District	
Developing the Job Announcement  Advertising Job Posting  Applicant Intake	Local	Regional/District	

5. If yes, please list Agency names and indicate what process you manage.							
If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.							
Matrix: part 1 of 2							
	Agency Name	Developing the Job Announcement	Job Posting	Applicant Intake			
1.							
2.							
3.							
4.							
5.							
5 16 L L							
If you have more	5. If yes, please list Agency names and indicate what process you manage.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 2 of 2							
	Advertising						
1.							
2.							
3.							
4.							
5.							
6. If you would like us to contact you for more information, please check follow up.							
☐ Follow Up							

7. How many recruitments (salaried and wage combined), including those for other agencies, does your Agency process on an annual basis, by the following categories?						
Job Announcements open to Agency employees only						
2						
Job Announcements open to State employees only						
0						
Job Announcements open to the General Public, (excluding continuous recruitments)						
81						
Continuous Recru	uitment Job Announcement	S				
2						
	RUIT, does your Agency unlikely shared websites and the	tilize any other state resour	ces for its recruitment			
Yes	ne, shared websites and the	e like)				
O No						
0 110						
9. If yes, please li	st resource, service, and as	ssociated service fee.				
	Resource	Service	Service Fee			
1.	VEC	JOB POSTING	\$ 0			
2.						
3.						
4.						
5.						
		<u> </u>				
10. How does you	10. How does your Agency maintain its recruitment files?					
✓ Maintained by the Agency central repository						
☐ Maintained by the Agency non-central repository						
☐ Maintained b	☐ Maintained by another organization					

11. If maintained by another organization, please list the organization and the location.
1.
2.
3.
4.
T.
5.
12. Do you track "cost per hire" data?
O Yes
● No
13. If yes, please provide data and how the cost is calculated.
14. What is the average turn around time from job posting to hire for your Agency (excluding
"hard-to-fill" positions or "continuous" recruitments)?
30 DAYS
15. Does your Agency have fixed time rules built into the recruitment process other than state-
wide policy? (for example, "all positions must be posted for 10 days.")
O Yes
● No

16. If yes, please	list.	
1.		
2.		
3.		
4.		
5.		
17. Excluding RE automated?	CRUIT, are any of the following applicant	intake and recruitment processes
	Yes	No
Developing the Job Announcement	0	•
Advertising	0	•
Job Posting	0	•

0

Applicant Intake

 $\odot$ 

If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
Matrix: part 1 of 2						
	Application/System Name	Module (if applicable)	Version	Maintenance fees		
1.						
2.						
3.						
4.						
5.						
18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.  If you have more entries than the space provided, please mark "Follow Up" to the following question and we will contact you for more information.						
		iore imormation.				
Matrix: part 2 of 2		ore information.				
Matrix: part 2 of 2	Employee Training costs	Contractor Support	Staffing costs	Why was the system selected?		
Matrix: part 2 of 2	Employee Training	Contractor Support	Staffing costs	•		
	Employee Training	Contractor Support	Staffing costs			
1.	Employee Training	Contractor Support	Staffing costs			
1. 2.	Employee Training	Contractor Support	Staffing costs			
1. 2. 3.	Employee Training	Contractor Support	Staffing costs			
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support costs		selected?		
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support		selected?		
1. 2. 3. 4. 5.	Employee Training costs	Contractor Support costs		selected?		

18. Please list up to five application/system(s), including software such as Excel, Access, etc, used by your agency to support these automated processes.

20. For the process of Applicant and Intake Recruiting in your Agency, please provide an estimate of the staff requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.						
If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.						
		FTE Count (include tenths)				
Band - 1						
Band - 2						
Band - 3	.0					
Band - 4	.5					
Band - 5	.1					
Band - 6						
Band - 7						
Band - 8						
Band - 9						
Contracted Labor						
21. Do any of you systems or applic	r automated applicant intak ations?	e and recruitment processe	s interface with other			
O Yes						
<ul><li>No</li></ul>						
22. If yes, please	identify the process, if doub	ole data entry is required, ar	nd on what frequency.			
	Process	Requires Double Entry	Frequency			
1.						
2.						
3.						
4.						
5.						

systems or applic		and recruitment processes s	nare data with other
O Yes			
O No			
24. If yes, please	identify the process, if dou	uble data entry is required, a	nd on what frequency.
	Process	Requires Double Entry	Frequency
1.			
2.			
3.			
4.			
5.			
		list any reports that are generation.	erated from your system to
			erated from your system to
	reported, recipient type, an	d frequency of generation.	
include the data	reported, recipient type, an	d frequency of generation.	
include the data	reported, recipient type, an	d frequency of generation.	
1. 2. 3.	reported, recipient type, an	d frequency of generation.	
1. 2. 3.	reported, recipient type, an	d frequency of generation.	
1. 2. 3. 4. 5.	Data Reported	d frequency of generation.	Frequency
1. 2. 3. 4. 5.	Data Reported  Of specific applicant intake	Recipient	Frequency

27. If yes, please list the tools.
1.
2.
3.
4
4.
5.
28. Please list up to five strengths of your current business processes for applicant intake and recruitment.
<ul><li>28. Please list up to five strengths of your current business processes for applicant intake and recruitment.</li><li>1.</li></ul>
recruitment.
recruitment.  1.
1. REPETITIVE RECRUITMENT
1. REPETITIVE RECRUITMENT 2. ALREADY HAVE RECRUIT INFO FOR POSITIONS
1. REPETITIVE RECRUITMENT 2.
1. REPETITIVE RECRUITMENT 2. ALREADY HAVE RECRUIT INFO FOR POSITIONS 3.
1. REPETITIVE RECRUITMENT 2. ALREADY HAVE RECRUIT INFO FOR POSITIONS
1. REPETITIVE RECRUITMENT 2. ALREADY HAVE RECRUIT INFO FOR POSITIONS 3
1. REPETITIVE RECRUITMENT 2. ALREADY HAVE RECRUIT INFO FOR POSITIONS 3.

applicant intake and recruitment.
1.
2.
3.
4.
5.
30. Please identify up to five attributes, features, or characteristics you wish for in an ideal applicant intake and recruitment process.
1.
1. DATABASE TO ENTER APPLICANT INFO
DATABASE TO ENTER APPLICANT INFO
DATABASE TO ENTER APPLICANT INFO 2.
DATABASE TO ENTER APPLICANT INFO  2.  USE DATABASE TO GENERATE LETTERS TO APPLICANTS
DATABASE TO ENTER APPLICANT INFO  2.  USE DATABASE TO GENERATE LETTERS TO APPLICANTS  3.
DATABASE TO ENTER APPLICANT INFO  2.  USE DATABASE TO GENERATE LETTERS TO APPLICANTS  3.  IMPROVEMENT TO "RECRUIT SYSTEM"
DATABASE TO ENTER APPLICANT INFO  2.  USE DATABASE TO GENERATE LETTERS TO APPLICANTS  3.  IMPROVEMENT TO "RECRUIT SYSTEM"  4.  VEC AUOMATICALLY PICK UP RECRUIT INFO SO WE DON'T HAVE TO ENTER

31. Are there any specific state or t	federal laws or regulations that would restrict our ability to
reengineer this business process?	If so, please provide the relevant citation.

#### NONE KNOWN

32. If you have any	other concerns or	comments about	t this functional a	rea, please ind	clude them
here.					